

Siskinds is one of Southwestern Ontario's leading law firms. We are a team of over 230 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

Commercial Litigation Law Clerk – Full Time

This position will require you to perform clerk functions for an extremely busy Commercial Litigation team. These tasks include but are not limited to, organizing and maintaining files, communication with clients, scheduling meetings, perform all aspects of file management including but not limited to meeting with clients, preparation of all court documents, including Statement of Claims, Motions, Affidavits, Offers to Settle, Statement of Defence, Orders, Affidavits of Service, Affidavits of Documents, review of transcripts and compiling and satisfying undertakings, Summons to Witness, Trial Records, Document Briefs.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and will have 0-2 years of relevant experience. New graduates are welcome to apply.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

You will work well both independently and within the team setting. You will have a sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

The following skills and attributes are also essential:

- Above average interpersonal skills
- Strong organizational skills with the ability to be proactive and follow through.
- Superior communication skills (both verbal and written)
- Detail-oriented
- Knowledge of the Rules of Civil Procedure
- Ability to multi-task, prioritize, and work to deadlines in a fast paced working environment
- Strong client service skills, and finally
- Strong keyboarding/computer skills (primarily Word and Outlook)

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top contender, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the

highest level. We offer competitive compensation and benefits. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting “Commercial Litigation Law Clerk” and “Your Name” in the subject line, to humanresources@siskinds.com . Deadline for submissions is Thursday April 22, 2021.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 680 Waterloo Street, P.O. Box 2520
London Ontario N6A 3V8

Email: humanresources@siskinds.com