

Siskinds is one of Southwestern Ontario's leading law firms. We provide local and national service in virtually all areas of the law including personal injury, business and commercial law, class actions, labour and employment, family, estates, and litigation. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

General Administration – 1 Year Contract

Siskinds is seeking individuals to assist the Records and Compliance department by providing administrative assistance to the Records team. The ideal candidate will be professional, enthusiastic, proactive, and enjoy working in a fast-paced environment.

Qualifications:

- Good organization and time management skills.
- Ability to prioritize
- Strong attention to detail.
- Strong communication skills
- Excellent customer service skills
- Proactive

Physical Requirements:

- This position requires the ability to lift, reach, pull, carry, move etc., thus some physical effort is required
- Must be able to lift weight of 25 pounds or more on a recurring bases for short durations
- Must be able to comfortably stretch and perform reaching/pulling from higher shelves as needed

Personal qualities are as important as professional qualifications, you must be a team player, and eager to help. You must have a high level integrity when dealing with exposure to confidential information.

Responsibilities:

- Preparing files for scanning to PDF
- Scanning of files ensuring content is correct
- Reviewing scanned files and preparing for destruction
- Working with Law Clerks and Legal Assistants to review file contents
- Removing required documents from files
- Organizing documents

To learn more about us, please visit our website at www.siskinds.com. Please email your resume quoting "General Administration" and "Your Name" in the subject line, to humanresources@siskinds.com.

Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. References will be required if contacted for an interview. Deadline for submissions is Thursday, September 17, 2020.

Contact information:

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