

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.

## **General/Estate Litigation Legal Assistant – Full Time**

Siskinds is seeking a General/ Estate Litigation Assistant. This position will require you to provide support to lawyers within our general/estate litigation group.

Our ideal candidate will have a post-secondary education (Legal Assistant or Law Clerk/Paralegal) and 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 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 passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

### **General**

- Open and close files – conduct conflict search, prepare client identification documents, obtain client ID, obtain file number, verify client, prepare authorizations and directions
- Preparation of Retainer Agreements and Referral Agreements
- Entering initial client documents into hard copy file and electronic file
- Preparation of Retainer Agreements and Referral Agreements
- Preparation of Notarizations
- Support Senior Law Clerks
- Profiling to Primafact
- Filing

### **Communication/File Maintenance**

- Telephone communications with clients and opposing counsel
- Written communications (email, fax, letters) with clients, opposing counsel and third parties
- Scheduling Examinations for Discovery
- Preparation of Document Briefs
- Dictation (strong keyboarding skills)
- Assembly of Court Documents
- Filing documents with Court

## Financials

- Docket entries
- Prepare cheque requisitions (general and trust) and deposit forms
- Payment of invoices
- Preparation of Accounts – review of pre-bills and editing for spelling and consistency

Being a team player as well as having a strong technical ability and positive attitude will make you a top runner, and ideally our chosen candidate.

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](http://www.siskinds.com)

**Please email your resume** quoting “General/Estate Litigation Legal Assistant” and “Your Name” in the subject line, to [humanresources@siskinds.com](mailto: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](mailto:humanresources@siskinds.com)