

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.

Primafact – Full-time

The Primafact Assistant position is an entry level position, with the possibility of the Primafact Assistant moving into a legal assistant/law clerk role.

Responsible for:

- Becoming familiar with the legal documents that support this practice area
- Cursory reviews of all such documents scanned into Primafact
- Sufficient reviews of the documents/letters/correspondence such that concise details can be entered for ease of finding and locating documents in the Primafact system
- Establishing and sharing best practices as well as methodology in Primafact coding
- Monitoring and reviewing the system to ensure that the system is kept current and best practices are being utilized by others.
- Court filing

Qualifications:

- Law Clerk Diploma
- Experience with Primafact an asset
- 1-2 years of legal experience an asset
- Strong communication skills with the ability to interact and communicate with peers and supervising lawyer(s)
- Sound typing skills
- Strong attention to detail
- Strong organization and problem-solving skills

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and positive attitude will make you a front runner, 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 is committed to an inclusive barrier free recruitment process. If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us to submit your accommodation request. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "Primafact Assistant" in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, September 18, 2020

Contact Information:

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