

Siskinds is one of Southwestern Ontario's leading law firms. We are a growing 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.

Research and Information Analyst – Full Time

Siskinds is growing and seeking a Research and Information Analyst. As part of the Siskinds IT Information, Research & Knowledge team, you will be responsible for providing research and reference support to legal services departments as well as coding and assigning metadata to document precedents, financial records, document assembly, and process automation software.

Primary Responsibilities:

- Support legal services departments by providing legal, financial, and general reference, research services, and analysis of information.
- Coding and assigning metadata to documents for automation of workflows.
- Assist in collection development and information and knowledge resource management.
- Analysis and classification of precedent documents for inclusion in document management software or an internal research database.
- Provide administrative support to the Information, Research and Knowledge Manager, including identity management for research resources, communicating with vendors and processing invoices.

Qualifications:

- A four-year post-secondary degree or equivalent work experience.
- Strong skills or background in computer sciences (application, information, and networks)
- Training in an accredited MLIS program or equivalent is an asset.
- Understanding of contemporary knowledge and document management practices.
- Knowledge of research and reference interview best practices.
- Knowledge of information systems planning, design, development and implementation.
- Experience implementing and using electronic records management software and document management systems.
- Knowledge of securities markets and other financial information sources is an asset.
- Knowledge of the Canadian legal system
- Demonstrated knowledge of contemporary technology use and practices.

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 "Research and Information Analyst" and "Your Name" in the subject line, to humanresources@siskinds.com. Deadline for submissions is Friday July 30, 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