

SISKINDS

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Siskinds is Canada's leading Class Action firm. 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.

Class Actions Legal Assistant – Full-time – Toronto Office

This position will require you to support our Class Actions department. Tasks include, but are not limited to, creating and filing Court documents; research; administrative tasks; requesting, organizing, and reviewing records; and communication with clients.

We need an intelligent (“quick to pick up”), enthusiastic and proactive individual who enjoys a fast-paced and multi-tasked work environment. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal and written) and attention to detail. Our environment is heavily team-based; you will need to work well both independently and as part of a team. Successful candidates will have a sincere passion for learning and applying new technology.

While our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and experience supporting a litigation practice, new graduates are welcomed.

The following skills and attributes are also essential:

- Above average interpersonal skills and a positive attitude
- Strong organizational skills with the ability to be proactive and follow through.
- Superior communication skills (both verbal and written)
- Detail-oriented
- Ability to multi-task, prioritize, and work to deadlines
- Above average keyboarding/computer skills (primarily Word and Outlook)

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

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 “Class Actions Legal Assistant” and Your Name, in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, June 22, 2018

Contact Information:

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