

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.

Commercial Litigation Law Clerk – Full-time

This position will require you to perform clerk functions for an extremely busy Commercial Litigation team. These tasks include but are not limited to, organizing and maintaining files, communication with clients, scheduling meetings, perform all aspects of file management including but not limited to meeting with clients, preparation of all court documents, including Statement of Claims, Motions, Affidavits, Offers to Settle, Statement of Defence, Orders, Affidavits of Service, Affidavits of Documents, review of transcripts and compiling and satisfying undertakings, Summons to Witness, Trial Records, Document Briefs.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and will have a minimum of 2-5 years of relevant experience, and/or a sound working knowledge of this area.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound administrative, 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 sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

The following skills and attributes are also essential:

- Above average interpersonal skills
- Strong organizational skills with the ability to be proactive and follow through.
- Superior communication skills (both verbal and written)
- Detail-oriented
- Proficient knowledge of the Rules of Civil Procedure
- Ability to multi-task, prioritize, and work to deadlines in a fast paced working environment
- Strong client service skills, and finally
- Strong keyboarding/computer skills (primarily Word and Outlook)

We are a truly a cohesive team, and as such, 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 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 "Commercial Litigation Law Clerk and Your Name" in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, August 23, 2019.