

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.

### **Compliance Assistant – Full-time**

The ideal candidate will have a post secondary education in a related field (e.g. Administrative Assistant Diploma). One to two years of administrative experience and/or two years of legal office experience is an asset.

#### **Key Duties would include:**

Perform file opening procedures for all lawyers and staff, including gathering all necessary information to open a file. Perform conflict searches for lawyers and staff prior to and during file opening. Assist with attaching conflict searches. Assist with reopening closed files.

Assist with file cabinet review after yearly MTB meetings by lawyers with our CFO and preparing the files for closing.

#### **Required Skills:**

- Legal experience and/or administrative experience would be an asset;
- Strong typing and data entry experience (sound Word and Outlook skills are a minimum requirement);
- Attention to detail and accuracy are also critical;
- Confident self-starter, as well as a problem solver;
- Enjoys working independently as well as within a team;
- High level of customer service skills;
- Sound communication (both written and verbal),
- Strong organization 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 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](http://www.siskinds.com)

**Please email your resume** quoting "Compliance Assistant" in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Wednesday, September 18, 2019.

#### **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)