

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.

## **Labour and Employment Legal Assistant - Full-time**

This position will require you to perform administrative support for all the lawyers in the Labour and Employment department. The group is dedicated to providing excellent, personal and timely services to its clients.

These tasks include but are not limited to the following:

### **Legal Assistant:**

- Monthly billings
- Scheduling
- Filing
- Opening / closing files
- Audit inquiries
- Completing expenses
- Communication with Clients

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. Regular client contact will occur.

The successful candidate will work well both independently and within a team setting. You will have an interest in applying technology to improve speed and quality. You enjoy a fast-paced, multi-tasked and deadline-driven environment. You enjoy working with a fun-loving team passionate about doing things better, and providing an exceptional client experience at every encounter. You enjoy new challenges, with every day bringing new opportunities for learning and advancement.

### **The following skills and attributes are also essential:**

- 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
- Strong client service skills; and finally
- 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 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](http://www.siskinds.com)

**Please email your resume** quoting "Labour and Employment Legal Assistant" in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com). Deadline for submissions is Friday, February 15, 2019.

### **Contact Information:**

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