

We believe that the way law is practiced in Canada needs to evolve. Our lawyers and our support team have all committed to making change happen; to leading with increased transparency, accessibility and inclusivity, in addition to providing our proven skills and knowledge in business and personal law. We hope you will join us.

Office Service Representative – Full-time

Siskinds is seeking an Office Service Representative who will perform duties to provide support to the Firm. The ideal candidate will be professional, enthusiastic, proactive, flexible and enjoy being in a client serviced environment.

We are looking for an Office Service enthusiast who:

- has 1 – 2 years of relevant/similar experience (or related) experience
- possesses strong and efficient communication skills
- is computer literate; excellent at using the Microsoft suite and learning new programs
- demonstrates a high level of organization and time management abilities
- detail-orientated
- shows initiative and enjoys finding ways to improve
- possesses a minimum Secondary School Diploma

Personal qualities are as important as professional qualifications when working with this team. You must be a team player, and eager to help. You are someone who is reliable, and maintains a positive outlook. Interacting with all levels of the Firm, you possess a high level of tact and integrity when dealing with exposure to confidential information. You have the ability to multi-task through multiple interruptions in our fast paced practice, but maintain self-motivation during off peak times.

This role includes but is not limited to:

- Photocopying and binding
- Internal mail runs
- Processing catering requests
- Faxing
- Scanning documents
- Processing of outgoing mail
- Sorting and delivering incoming mail
- Processing courier requests

To learn more about us, please visit our website at www.siskinds.com. Please email your resume quoting “Office Service Representative” and “Your Name” in the subject line, to humanresources@siskinds.com.

Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. References will be required if contacted for an interview. Deadline for submissions is Friday, April 27, 2018.

Contact information:

Siskinds LLP
Attention: Human Resources
680 Waterloo Street, P.O. Box 2520
London, Ontario N6A 3V8