

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.

Personal Injury Law Clerk – Full-time

This position will require you to provide support to a Personal Injury lawyer. The work will involve Tort and Accident Benefit Claims.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and experience supporting a litigation practice.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound 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 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
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills
- Primafact experience would be an asset, and finally
- Strong keyboarding/computer skills (primarily Word and Outlook)

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

Please email your resume quoting "Personal Injury Law Clerk" in the subject line, to humanresources@siskinds.com .
Deadline for submissions is Friday, September 20, 2019.

Contact Information:

Siskinds, London Head Office
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