

**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.

## **Records Management Clerk**

This opportunity exists in our Records Department. As with all positions, you may be called upon at any time to support other members of the larger Siskinds' team.

An ideal candidate will have the following characteristics: a quick learner, strong time management skills (including the ability to prioritize and multi-task), strong organizational skills, detailed oriented, strong reading comprehension, and works well on a team.

### **Responsibilities:**

- Provide accurate and timely completion of sorting, coding and filing of legal records according to prescribed procedures.
- Perform sorting, filing and other related administrative functions.
- Manage case files to and from off-site storages; locate files and forward to requester.
- May prepare simple related index and cross-reference aids.
- Assist in inventory control and file destruction.
- Participate/spearhead in File/Records Management projects(i.e. refining processes)
- Assist in the development and maintenance of principles and protocols in the management of coding, and assist in the planning and coordinating of recourses to meet deadlines in a timely manner.
- Able to determine needs/identify gaps relating to processes.
- Miscellaneous duties and projects as assigned.
- Perform file maintenance in CMS (i.e. file closing)

### **Physical Requirements:**

- This position requires the ability to lift, reach, pull, carry, move etc., thus some physical effort is required
- Must be able to lift weight of 25 pounds or more on a recurring bases for short durations
- Must be able to comfortably stretch and perform reaching/pulling from higher shelves as needed

### **Qualifications:**

- Sound computer and data entry skills and the ability to efficiently use new systems as they become available
- Good organization and time management skills.
- Ability to prioritize
- Strong attention to detail.
- Strong people skills in dealing with all levels within the Firm
- Strong communication (both verbal and written) skills
- Proactive, and brings ideas forward
- Excellent customer service skills

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: “**Records Management Clerk**” and “Your Name” in the subject line to [humanresources@siskinds.com](mailto:humanresources@siskinds.com). Closing date for applications is **November 17, 2017**