

# SISKINDS | The law firm

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and staff covering personal legal services, business law, personal injury law, and class actions law as well as over 25 specialized practice areas. We help clients make the right legal choices, manage their legal affairs, and resolve complicated matters. Our culture and working style strive to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

## Personal Injury Law Clerk – Full-time

### What are you looking for?

- Be part of a cohesive team that promotes collaboration and teamwork
- Option for hybrid remote work schedule in a technologically advanced environment with exposure to many specialized computer applications
- Competitive compensation and benefits
- Professional development opportunities
- Strength of a big firm with the culture of a small firm
- Subsidized downtown parking
- Working within a state-of-the-art building

### Who are we looking for?

We are currently seeking a Law Clerk for our Personal Injury department. This position will require you to provide support to a Personal Injury Lawyer.

- 5+ years' experience supporting a litigation practice an asset
- Post-secondary education (Legal Assistant/Law Clerk/Paralegal)
- 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)

### General tasks

- File opening/closing
- Drafting documents, reports, and correspondence – providing full and detailed reports, charts, chronologies/summaries
- Various tasks relating to statutory accident benefits, including completion of forms, communication with adjusters, etc.
- Being the liaison – direct front line representation with clients, opposing counsel, agencies, experts (holding meetings, gathering information, scheduling)
- Receive, distribute, and file mail, faxes, and emails
- Arranging/preparing for discoveries
- Fulfilling undertakings
- Other duties as assigned

**Excellence \* Integrity \* Leadership \* Collegiality \* Inclusion**

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.

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 "Personal Injury Law Clerk" and "Your Name" in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Friday, March 1, 2024.

**Contact Information:**

Siskinds, London Head Office

Attention: Human Resources, 275 Dundas Street, Unit 1 London Ontario N6B 3L1

Email: [humanresources@siskinds.com](mailto:humanresources@siskinds.com)