

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and employees 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 strives to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

Personal Injury Law Clerk Floater – Full-time

This position will require you to provide support to the Personal Injury Department. Tasks include, but are not limited to, basic clerical work, opening/closing files, processing invoices, producing accounts, scheduling, scanning documents, drafting correspondence, and litigation support. This will include covering for absences, vacations, leaves, and assisting with overflow work when required.

We need an intelligent, enthusiastic and proactive individual who enjoys a fast-paced and multi-tasked work environment. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal and written) and attention to detail. Our environment is heavily team-based; you will need to work well both independently and as part of a team. Successful candidates will have a sincere passion for learning and applying new technology.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal) and 0-3 years' experience supporting a litigation practice.

The following skills and attributes are also essential:

- Law Clerk/Paralegal Diploma or relevant working experience is required
- 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
- Above average keyboarding/computer skills (primarily Word and Outlook)
- Experience with specialized software programs such as Primafact an asset

Our work is fast-paced, difficult, and truly rewarding on a personal level. For those reasons, we offer competitive compensation and benefits.

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 Floater" and "your name" in the subject line, to humanresources@siskinds.com . Deadline for submissions is Thursday, May 26, 2022.

Contact Information:

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

Email: humanresources@siskinds.com