

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.

## Records Management Clerk – Full Time

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 prepping, scanning and filing of legal records according to prescribed procedures
- Manage files from off-site storage
- Pull closed files from on site storage, scan and forward to requester
- Assist in inventory control and file destruction
- Perform file maintenance in SWIM (i.e. file closing)
- Assist with pulling of Wills when requested, scanning and saving to file and forwarding to requester
- Assist with keeping Will Database up to date when pulling and refiling of Wills
- Able to determine needs/identify gaps relating to processes
- Miscellaneous duties and projects as assigned

### **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 are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top contender, 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 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). Deadline for submissions is Tuesday, July 12, 2022.

**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)