

## **JOB POSTING**

Torkin Manes is a vibrant, growing, medium-sized firm located in downtown Toronto. Our 90 lawyers practise in all areas of business law and litigation. We are seeking a legal assistant to join the Torkin Manes' team.

**Position Title:** Corporate Assistant

**Position Type:** Intermediate

*This role is a 1 year contract to fill a Maternity Leave position. There is a potential for the successful candidate to continue in an alternate legal assistant position once the leave assignment has been completed.*

### **Duties and Responsibilities:**

- Prepare, draft and transcribe correspondence and legal documents
- Schedule meetings and co-ordinate appointments as required
- Organize and maintain client files
- Perform clerical, administrative and general office duties
- Other duties as assigned

### **Education/Experience Required:**

- Legal Assistant Diploma from an accredited institution
- 3 or 5 years' experience in a legal environment
- Hands-on experience working with transactional/complex documents within the Corporate environment
- Excellent organizational and time management skills
- Ability to work independently, following instructions with minimal supervision
- Solid transcription and proofreading skills
- Takes initiative and has the ability juggle multiple priorities with ease
- Document specialist capability, with strong technical skills working with Microsoft Office 2007/2010 (Word, Outlook and Calendar)
- Familiar with developing basic Excel and PowerPoint charts
- Strong eye for detail
- Experience using a document management system is an asset

*We offer group benefits and salary to commensurate with experience.*

**To apply, please submit your resume to [recruitment@torkinmanes.com](mailto:recruitment@torkinmanes.com)**

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Torkin Manes LLP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We wish to thank all applicants for their interest, however, only candidates selected for interview will be contacted. No telephone enquiries or agencies, please.

Posting Date: March 21, 2017