

JOB POSTING

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. Our 90 lawyers practice in all areas of business law and litigation. We are seeking a Corporate Services Assistant to join the Torkin Manes' team.

Position Title: Corporate Services Assistant

Position Type: Permanent, Full-Time

Position Summary:

The Corporate Services Assistant is responsible for (but not limited to) accurate and efficient processing of general administrative tasks within the corporate department. Performs administrative and clerical duties to the corporate law clerk group. Ensures duties are completed and delivered accurately and in a timely manner.

Duties and Responsibilities:

- Conducts basic corporate searches
- Maintains corporate minute books for filing purposes
- Provides administrative support to the corporate law clerks, completing a variety of administrative and clerical duties, which includes scanning, faxing, binding, copy-typing, creation of file folders and other administrative duties.
- Creates, reviews and proofreads correspondence, reports, memos, charts, forms and other items, ensuring accuracy and completeness.
- Arranges couriers and deliveries ensuring time-sensitive material is managed effectively.
- Creates and maintains files within the corporate services department
- Dead suits files. Reviews and eliminates unnecessary or outdated corporate materials, sending inactive materials to storage.
- Schedules and confirms appointments and meetings, as necessary.
- Attends filing at Ministry offices

Other:

- Assist with special projects as required
- Other duties as assigned

Qualifications:

- Diploma in legal administration or other related experience
- 1 years' experience working within a law firm environment.
- Ability to type 40 words per minute.
- Strong multi-tasking skills, with the ability to manage conflicting priorities, while respecting tight deadlines.
- Possesses well developed verbal and written communication skills. Able to work with a variety of individuals providing quality service at all times.
- Operates with a high degree of accuracy and has strong attention to detail.
- Takes initiative and possesses well-developed organizational and time management skills.
- A team player, with the ability to build relationships and provide strong customer service.
- Familiarity with basic office equipment.
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Ability to adapt to new technology.
- Possesses good judgment and responds well to constructive feedback.
- Ability to discretely handle highly confidential information.
- Willingness to learn workflow schemes and in-house processes.

Success in this role means:

- Having a strong client service approach
- Resourceful. Strong research, investigative and problem solving skills
- The ability to meet tight internal and external deadlines while managing multiple projects and competing with demands for resources
- Extreme accuracy and attention to detail
- Being a self-starter with the ability to work in a collaborative, team based environment and a demonstrated ability to share knowledge with others in a clear and concise manner
- Ability to be flexible with regards to hours during busy periods to meet the demands of the role
- Discretion and confidentiality is essential to this role and required at all times

To apply please submit your resume and cover letter to:

recruitment@torikinmanes.com

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

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.

Posting Date: April 19, 2018