

## **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 Family Law assistant to join the Torkin Manes' team.

**Position Title:** Family Law Assistant

**Position Type:** Intermediate

### **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
- A minimum of 4 years' experience in the legal environment, with the majority of experience within the family law area.
- Knowledge of court or ministry forms as it relates to practice area
- Demonstrated skill using Divorcemate
- Excellent organizational and time management skills
- Ability to communicate effectively with clients and internal firm members to foster solid relationships
- Ability to work independently, following instructions with minimal supervision
- Solid transcription and proof reading skills
- Strong technical skills. Microsoft Office 2007/2010 (Word, Outlook and Calendar)
- Familiarity using a document management system is an asset

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

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

January 6, 2017