

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 junior legal assistant, who possesses 1 – 2 years' legal experience within a similar role.

Position Title: Legal Assistant

Position Type: Junior

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/Administration Diploma from an accredited institution
- 1 to 2 years' experience working within the legal environment; familiarity working within the family law area is an asset
- Some knowledge of court or ministry forms as it relates to litigation/family law
- Solid transcription and proof-reading skills
- Ability to work within a team and follow instructions under supervision
- Possesses good judgement and well-developed verbal/written communication skills
- Ability to take initiative and has strong organization/time management skills
- Strong technical skills. Microsoft Office 2007/2010 (Word, Outlook and Calendar)
- Familiarity using a document management system (DMS) and Elite software is an asset
- Willingness to take additional courses to upgrade skills as required

To apply, please submit your resume to recruitment@torkinmanes.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: January 26, 2017