

## 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:**                    **Litigation 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
- 3 – 5 years' experience in a legal environment
- Knowledge of court or ministry forms as it relates to the litigation practice area
- Demonstrated skills in managing multiple priorities with ease
- Above average organizational and time management skills
- Ability to work independently, following instructions with minimal supervision
- Possesses effective communication/problem solving skills
- 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

*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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*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: March 31, 2017