

JOB POSTING

Torkin Manes is a vibrant, growing, mid-sized, full-service firm located in downtown Toronto. Our 90 lawyers practise in all areas of business law and litigation.

We are seeking a **Litigation 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, with 4+ years' experience within a similar role
- 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 ACL and a document management system is an asset

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: June 19, 2017