

Legal Assistant / Law Clerk

(Toronto)

We are looking for a **legal assistant/law clerk** with exceptional qualities to work with senior partners in a very dynamic and interesting environment.

The successful candidate will possess strong interpersonal skills, and the ability to multi-task successfully. Practise and client management skills are also a must. Preference will be given to those applicants who have previous experience in labour & employment.

Duties, Responsibilities & Further Qualities

- Supporting multiple lawyers in an established management labour and employment law practice including arbitrations, Ontario Labour Relations Board, collective bargaining, human rights matters, and an employment and litigation practice including Labour Board filing deadlines, all pleadings and court documents pertaining to a litigation practice, knowledge of court and ministry forms.
- Prepare, draft and transcribe correspondence and legal documents, schedule meetings and or co-ordinate appointments as required, organize and maintain client files and on the document management system, perform clerical, administrative and general office duties including calls and correspondence from clients, assist in other duties as assigned.
- Enter daily time dockets and prepare monthly client accounts and disbursements for billings for positing by Accounting.
- Organize the work and or schedules of the lawyers as needed to ensure that deadlines are met, ensure appropriate follow-ups are done and that clients receive good service. Carry out job functions efficiently and accurately including when under certain tight time frames.
- Demonstrates initiative and resourcefulness, work independently, be well organizational and proficient with Microsoft Office including Word, Outlook, Excel and Calendar. Command good working knowledge of Acumin and the DMS.

Send resume in confidence to: HRRecruitment@MathewsDinsdale.com