

Legal Assistant – Toronto

Opportunity for a Legal Assistant in Toronto

A highly recognized national boutique law firm specializing in Labour & Employment law is looking for a **legal assistant** with exceptional qualities to work with senior partners in a very dynamic and interesting environment in our Toronto office.

Preference will be given to those applicants who have previous experience in labour & employment and are licensed with the Law Society of Ontario.

The successful candidate will possess strong interpersonal skills, and the ability to multi-task successfully. Practise and client management skills are also a must.

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.

Role Requirements

- 2+ years' work experience as a legal assistant with a preference in labour, civil litigation and/or regulatory law
- Strong communication skills
- Detail orientated
- Punctual, hardworking, efficient and a team player
- Maintain a high level of accuracy and productivity in a fast-paced work environment

- Must have basic to intermediate accounting skills
- Ability to take initiatives by going the extra mile to add value

This position is a full-time position, Monday through Friday, with the option to work one day from home after the probationary period if desired. Salary range is \$50,000 to \$80,000/year depending on years of experience with benefits, defined pension and bonus opportunity.

If you are interested in this opportunity, please forward your resume and contact information in confidence to Trisha Reid at **treid@mathewsdinsdale.com**