

Legal Assistant / Law Clerk - Toronto

Opportunity for a Legal Assistant / Law Clerk in Toronto

A highly recognized national boutique law firm specializing in Labour & Employment law is looking for a **Law Clerk or Legal Assistant** with exceptional qualities to work with senior partners in a very dynamic and interesting environment. Preference will be given to those applicants who have previous experience in labour & employment or have significant experience with civil or commercial litigation. The successful candidate will possess strong interpersonal skills, and the ability to multi-task successfully. Practice and client management skills are also a must.

In this role you will perform litigation legal assistant duties along with some clerking functions.

Duties and Responsibilities

- Providing high-level support to partners with a demanding litigation and labour and employment law practice
- Drafting and proof-reading pleadings, court documents and forms pertaining to a litigation practice
- Assisting with the preparation and filing of legal documents for Superior, Small Claims, Divisional, Federal Court and Human Rights Tribunal of Ontario matters including pleadings, motions (including preparation of motion record, factum, compendium and bill of costs) mediation briefs, settlement conference briefs, undertaking charts, discovery plans, pre-trial conference briefs, trials and court forms
- Managing multiple calendars, filing deadlines, and maintaining an organized system for legal documents and case files
- Communicating professionally and effectively with clients, opposing counsel, and court offices
- Reviewing and analyzing legal documents for accuracy and compliance in accordance with *Rules*
- Ability to anticipate next steps in litigation and human rights tribunal matters and maintain effective bring forward system to ensure litigation and human rights tribunal matters proceed to next steps in timely manner
- Overseeing billing and time entry for the partners' files, ensuring accuracy and efficiency

Qualifications:

- Minimum 4+ years of experience as a Law Clerk or Legal Assistant in litigation and/or labour and employment law
- Proven ability to manage and prepare complex legal documents and court filings, including electronic filings through Case Centre and Ontario e-filing portals

- Experience handling Ontario Labour Relations Board and Human Rights Tribunal matters is an asset
- Outstanding written and verbal communication skills
- Proficiency with the *Rules of Civil Procedure, Rules of the Small Claims Court and Human Rights Tribunal of Ontario Rules*
- Excellent work ethic and a strong attention to detail
- Exceptional organizational and time management skills with the ability to multitask, anticipate needs, and prioritize effectively
- Ability to work well independently with minimal supervision as well as in a team setting
- Knowledge of Microsoft Office (Word, Excel, Outlook) Experience preparing and managing client accounts

Experience:

- legal assistant: 4 years (required)

Job Type:

- Full-time, Permanent

Additional pay:

- Bonus pay

Benefits:

- Company events
- Company pension
- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- On-site gym
- Paid time off

Schedule:

- Monday to Friday

Work Location: Hybrid remote in Toronto, ON

Salary:

- \$60,000-\$80,000