

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 lawyers 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 and Federal Court including pleadings, motions, affidavits, notices, discovery process, mediations, and trials
- 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
- Overseeing billing and time entry for the lawyer's files, ensuring accuracy and efficiency

Qualifications:

- Minimum 3+ 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 Caselines 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*
- 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: 3 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:

- In person in Toronto, ON

Salary:

- \$60,000 - \$80,000 per year