

## **JOB DESCRIPTION**

**Position Title: Corporate Legal Assistant**

**Reporting To: Human Resources Manager**

**Position Type: Full-Time, Permanent**

Torkin Manes LLP is a vibrant, growing, medium-sized full-service law firm located in downtown Toronto. We are proud to have been recently recognized as the #1 ranked Ontario regional law firm by *Canadian Lawyer*. Our 100+ lawyers practice in all areas of business law and litigation.

We are currently looking for a Corporate Legal Assistant to join our team!

### **Position Summary:**

The Corporate Legal Assistant is responsible for preparing, coordinating, revising, transcribing and organizing legal and administrative documents. Keeping with practice management needs, performs other general office duties as required.

### **Duties and Responsibilities:**

- Provide secretarial support creating documents and correspondence through transcription and copy-typing, making revisions as necessary
- Provide administrative support which include (but not limited to) completing expense reports, courier forms, file opening forms, photocopying, scanning, faxing, filing and creation of file folders
- Professionally interact with all firm members and clients
- Photocopy and/or organize documents for distribution, mailing and binding
- Schedule and confirm appointments, meetings and conferences
- Prepare and generate pre-bills for monthly billing, as needed
- Book travel and make reservations, as required
- Prepare minute books
- Organize, maintain and accurately file correspondence, invoices and receipts via paper and digital formats
- Eliminate unnecessary or outdated materials transferring inactive files to storage according to file maintenance guidelines

### **Qualifications:**

- Legal Assistant Diploma from an accredited institution
- 5+ years' general corporate experience working within a similar role. Law firm exposure is preferred
- Hands-on experience working with transactional/complex documents within the Corporate environment
- Document specialist capability, with strong technical skills working within Microsoft Word, Outlook and Calendar
- Solid transcription and proofreading skills
- Familiar with developing basic Excel and PowerPoint charts
- Strong eye for detail

- Ability to communicate in a professional manner and provide exceptional client service
- Excellent organizational skills with the ability to manage multiple priorities with ease
- Hands-on experience with pre-bill administration (preferably using Elite)
- Familiarity working within a DMS system is an asset

**Success in this role means:**

- Has a strong client service approach
- Resourceful, strong research, investigative and problem solving skills
- The ability to meet tight internal and external deadlines while managing multiple projects and competing with demands for resources
- Detail oriented
- A self-starter with the ability to work in a collaborative, team based environment
- Demonstrated ability to share knowledge with others in a clear and concise manner
- A team player, able to work with others in a deadline driven environment
- Exercises discretion and ability to keep matters confidential at all times

**What We Offer:**

- Competitive base salary
- Comprehensive benefit and insurance plans, with HSA
- RRSP plan with employer contributions
- Fitness Benefit
- Education assistance

If you are motivated and looking to excel, please submit your resume in confidence to:  
**hr@torkinmanes.com**

*Torkin Manes LLP is a proud member of the Law Firm Diversity and Inclusion Network (LFDIN) and an employer partner of the Canadian Centre for Diversity & Inclusion (CCDI). We are an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please contact Nazli Ghafoori, HR Manager, by email at [nghafoori@torkinmanes.com](mailto:nghafoori@torkinmanes.com) or by phone 647-417-5311, and we will work with you to meet your accessibility needs.*