

JOB DESCRIPTION

Position Title: Estates Litigation Legal Assistant

Reporting To: Manager, Human Resources

Position Type: Permanent, Full-Time

Position Summary:

The Estates Litigation 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 assistant 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- Eliminate unnecessary or outdated materials transferring inactive files to storage according to file maintenance guidelines

Other:

- Complete special projects as required
- Other duties as assigned

Qualifications:

- Legal Assistant Diploma from an accredited institution, with 5+ years' experience working within a commercial litigation and/or estates practice area in a law firm
- Experience with health law is an asset
- Hands-on experience working with court or ministry forms as it relates to the litigation practice area
- Clear understanding of Rules of Civil Procedure
- Ability to work independently, following instructions with minimal supervision
- Strong technical skills working within Microsoft Word, Outlook and Calendar
- Experience using Automated Civil Litigation
- 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

To protect the health and safety of firm members and visitors and to comply with the recommendations of public health authorities, employment at Torkin Manes will be conditional on the candidate submitting evidence of being fully vaccinated against COVID-19. We are currently working in a hybrid work arrangement, with a requirement to work partially in the office and an opportunity to work remote.

We thank all those who apply. However, only those selected for an interview will be contacted. Please note that any offer of employment will be conditional upon background and reference checks, including employment and educational verifications.

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

Torkin Manes LLP is a vibrant, growing, medium-sized full-service law firm located in downtown Toronto. Our 100+ lawyers practise in all areas of business law and litigation. Torkin Manes is ranked as the #1 Ontario regional law firm by Canadian Lawyer and is consistently ranked as one of Canada's top Regional law firms by Chambers Canada. Our consistent top rankings are a testament to our client service ethic, commitment to the legal profession, and success in our areas of practice.