

Insurance Defence Assistant

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. Our 100 lawyers practice in all areas of business law and litigation. We are seeking an Insurance Defence Assistant to join the Torkin Manes' team.

Position Title: Insurance Defence Assistant
Position Type: Permanent, Full Time
Hours of Work: To be determined

Position Summary:

The **Insurance Defence 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, mediations and conferences
- Prepare and generate pre-bills for monthly billing, as needed
- Book travel and make reservations, as required
- 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- Eliminate unnecessary or outdated materials transferring inactive files to storage according to file maintenance guidelines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:

- Provide overflow support to the Insurance department
- Complete special projects as required
- Other duties as assigned

Qualifications:

- Legal Assistant, Law Clerk or Paralegal Diploma/Certificate from an accredited institution
- 2+ years' experience working within a litigation practice area in a law firm, with insurance defence background
- Hands-on experience working with transactional/complex documents
- 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

If you are motivated and looking to excel, please apply in confidence to:

Nicole Hunter

Director of Human Resources

Tel: 416 777 5437

Fax: 1 888 603 4585

Email: nhunter@torkinmanes.com

We wish to thank all applicants for their interest, however, only candidates selected for interview will be contacted. No telephone inquiries or agencies, please.

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 inform us as soon as possible, and we will work with you to meet your accessibility needs.