

## **JOB DESCRIPTION**

**Position Title:** Junior-Intermediate Construction Clerk

**Reporting To:** Manager, Human Resources

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

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.

We are seeking a Junior-Intermediate Construction Clerk to join our talented team!

### **Responsibilities:**

- Reviews, organizes, and codes documents in our e-discovery program (Everlaw) as well as performs initial privilege and relevancy review of those documents
- Responsible for organizing and preparing various legal documents including but not limited to applications, pleadings and various briefs
- Examines and outlines transcripts of examinations and identifies undertakings and refusals
- Researches, reviews and prepares charts, summaries of documentary evidence, argument for motion, bill of costs, affidavit of documents and motion materials
- Conduct title/off-title searches
- Draft various internal and external correspondence

### **Other:**

- Assist with special projects as required
- Other duties as assigned

### **What You Offer:**

- Minimum of 3+ years of experience in construction work in a law firm
- Law Clerk Diploma required
- Working knowledge of e-discovery, *The Sedona Principles*, and *Rules of Civil Procedure*
- Strong technical skills in Teraview, Caselines, MS Word, Excel, and Outlook
- Excellent oral and written skills
- Strong multi-tasking skills, with the ability to manage conflicting priorities, while respecting tight deadlines
- Operates with a high degree of accuracy and has strong attention to detail
- Takes initiative and possesses well-developed organizational and time management skills
- Ability to discretely handle highly confidential information
- Familiarity working within a DMS system is an asset

**Success in this role means:**

- Having a strong client service approach
- Resourceful. Strong problem-solving skills
- The ability to meet tight internal and external deadlines while managing multiple projects and competing with demands for resources
- Extreme accuracy and attention to detail
- Being a self-starter with the ability to work in a collaborative, team-based environment. Demonstrates the ability to share knowledge with others in a clear and concise manner
- Ability to be flexible with regards to hours during busy periods to meet the demands of the role, especially during periods of occupancy and final closings
- Discretion and confidentiality is essential to this role and required 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
- Hybrid work environment

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

*Torkin Manes LLP is 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, Torkin Manes is proud to provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible by reaching out to [hr@torkinmanes.com](mailto:hr@torkinmanes.com), and we will work with you to meet your accessibility needs. We welcome applications from all qualified candidates. We thank all those who apply. However, only those selected for an interview will be contacted.*