

## JOB DESCRIPTION

**Position Title: Litigation Legal Assistant**

**Reporting To: Human Resources Manager**

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

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. Torkin Manes is ranked the #1 Ontario regional law firm by *Canadian Lawyer*. Our consistent first place ranking is a testament to our client service ethic, commitment to the legal profession, and success in our areas of practice.

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

### **Position Summary:**

In summary, this role will support lawyers within our Construction group and 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.

### **Responsibilities:**

- Provide secretarial support creating documents and correspondence through transcription and copy-typing, making revisions as necessary
- Provide administrative support which includes (but is 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
- 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- Eliminate unnecessary or outdated materials transferring inactive files to storage according to file maintenance guidelines
- Provide overflow assistance and complete special projects as required

### **What You Offer:**

- Legal Assistant Diploma from an accredited institution, with 5+ years' experience working within a similar role. Law firm exposure is preferred.
- 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
- 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
- A team player, able to work with others in a deadline driven environment

**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](mailto: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.*