

Torkin Manes LLP is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. We are proud to have been recognized as a #1 ranked Ontario regional law firm by *Canadian Lawyer*.

We are currently searching for a junior-level Corporate Legal Assistant to support our Corporate Law Clerks.

Keys Role Responsibilities:

- Provide secretarial support creating documents and correspondence through transcription, copy-typing and mail merge, making revisions as necessary
- Provide administrative support which include completing expense reports, courier forms, file opening forms, photocopying, scanning, faxing, filing and creation of file folders and other administrative duties
- Prepare review, and/or edit various forms of correspondence such as letters, invoices, presentations, publications, and reports
- Prepare agendas for meetings and transcribe and distribute minutes
- Photocopy and organized documents for distribution, mailing and binding
- Organize, maintain, and accurately file correspondence, invoices and receipts via paper and digital formats
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage according to file maintenance and legislative requirements

What you offer:

- Diploma in legal administration or other related experience
- 1 - 3 years of related experience
- Ability to type 40 words per minute
- Knowledge of court and ministry forms as it relates to specific practice area
- Ability to work independently following instruction and with continued supervision
- Professional telephone manners and strong interpersonal skills
- Ability to format basic documentation and correspondence, including letters and memos
- Familiarity with legal documentation, laws or legislation as per practice area
- Strong writing, editing, transcription and proofreading skills
- Possesses effective communication and problem solving skills
- Excellent attention to detail, strong organizational skills and a time management skills
- Ability to remain calm and poised in urgent situations
- Ability to maintain filing systems, databases, and basic diary/minutes management
- Technically savvy, with demonstrated skills using Microsoft Outlook (including Word, Excel and PowerPoint) with willingness to learn new software
- Skilled using practice specific software, ie. track changes, workshare compare, divorcemate, ACL
- Exposure to Elite and a document management system is an asset
- Team player with excellent interpersonal

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 cover letter and resume in confidence to:
nhunter@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 or by phone 647-417-5311, and we will work with you to meet your accessibility needs.