

JOB POSTING

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. Our 95 lawyers practice in all areas of business law and litigation. We are seeking an Intermediate Insurance Defence Legal Assistant to join the Torkin Manes' team.

Position Title: Insurance Defence Legal Assistant (Intermediate)

Position Type: Permanent, Full-Time

Hours of Work: To be determined

Position Summary:

The **Insurance Defence 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 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 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- Eliminate unnecessary or outdated materials transferring inactive files to storage according to file maintenance guidelines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:

- Other duties as assigned

Qualifications:

- Legal Assistant Diploma from an accredited institution, with 4+ 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 from an insurance defence perspective
- 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

To apply, please submit your resume to 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 LLP 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 **Simone MacIsaac**, HR Manager, by email at smacisaac@torkinmanes.com or by phone 416-777-5450, 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.

Posting Date: February 15, 2019