
Coordinator, Legal Support Services

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators and business professionals. Learn more at litigate.com.

Lenczner Slaght is currently seeking a **Coordinator, Legal Support Services**.

The Legal Support Services (LSS) team is comprised of Law Clerks, Creative Services, Knowledge Management, Library and administrative teams for specific clients and works together to deliver substantive, administrative, and creative legal support to our lawyers and clients. The team primarily focuses on providing practice management support to our lawyers, assistance throughout the litigation process and developing and executing new and innovative legal processes.

ROLE DESCRIPTION

Under the leadership of the Director, Legal Support Services, the Coordinator's core responsibilities are to provide best-in-class coordination of administrative and collaborative support to the Legal Support Services team. This requires strong technical, analytical, and problem-solving skills, along with the confidence to deliver outstanding customer service in a dynamic, fast-paced environment.

To excel in this position, you should be driven, hardworking, and capable of critical thinking and logical decision-making. A growth mindset is essential, as you will be expected to continuously learn and adopt new skills, including proficiency in software and technology for day-to-day tasks. This role also involves interacting with individuals across all levels of the firm, so excellent communication skills and confidence in engaging with colleagues is a must.

ROLES & RESPONSIBILITIES

Strategic Support and Special Projects

- Prepare and revise presentations, memos, instruction materials and other types of documents as needed.
- Support various team initiatives and projects.
- Assist in implementing new strategies or processes.

Data Management

- Maintain accurate and up to date records.
- Prepare and summarize reports to support various processes and projects, working with relative team members and other business functions as needed.

Team Support

- Track team capacity and coordinate matter assignments.
- Assist with, and coordinate, the team's annual performance review process.
- Assist with preparing and maintaining the LSS budget and processing related expenses.

Meeting and Event Coordination

- Coordinate logistics and agendas for team meetings.
- Participate in group meetings to help implement strategic priorities and take minutes.
- Ensure any action items coming out of meetings are tracked, delegated (when appropriate) and completed in a timely manner.
- Ensure any follow-up communications are drafted and delivered with respect to incomplete action items.
- Assist in the planning and execution of events and social activities aimed at enhancing team engagement.

Liaison and Communication

- Act as a point of contact between the Legal Support Services team and other departments, ensuring seamless communication across various teams.
- Respond to team member inquiries and assist in troubleshooting by liaising with other departments to find answers and solutions.

Administrative Support

- Manage calendars and schedule meetings.
- Manage invoices, expenses and visa reconciliation for the Legal Support Services team.
- Prepare and maintain documentation, such as reports, presentations, memos and instruction materials.
- Draft and proofread internal and external communications related to Legal Support Services initiatives.
- Administer and update the team's intranet pages.
- Support the Director, Legal Support Services in dealing with confidential or sensitive personnel or other organizational matters.

Other duties will be assigned as needed.

EDUCATION & EXPERIENCE

- 3+ years of experience as a Legal Assistant, Law Clerk and/or other legal support professional is required
- Post-secondary education in a Legal Assistant/Administration program, or equivalent is preferred.

KEY SKILLS & CHARACTERISTICS

- Excellent organizational skills; flexible and able to multi-task, with demonstrated resourcefulness in setting and achieving priorities.
- Strong verbal communication skills; ability to effectively present and execute ideas.
- Superior written communication (including grammar and proofreading) skills.
- Initiative and drive – able to act independently and direct one's own work.
- Works collaboratively and builds effective relationships at all levels of the firm.

- Can-do attitude with a hands-on approach to managing challenges, setbacks and complexity.
- Advanced proficiency in MS Office (Outlook, Word, Excel, PowerPoint) is required.
- Tech savvy with ability to quickly learn diverse software programs.
- Strong analytical skills and comfort with data and numbers.
- A team player with a keen ability to adapt and respond appropriately in various situations.
- Maintains professionalism, confidentiality, and operates with discretion.

OTHER INFORMATION

- **Reporting Details:** Reports to Director, Legal Support Services while assisting all LSS team members on relevant initiatives when required.
- **Work Arrangement:** This role is hybrid (minimum two days a week in the office) in accordance with the firm's current policy, which may be amended at any time.
 - Overtime may be required from time to time.

WHAT DIFFERENTIATES US?

We're expert litigators. Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

We're bold innovators. As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

We're team players. We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

We're future focused. To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

We're diverse thinkers. We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

We're award winners. We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

HOW TO APPLY

Qualified candidates are asked to submit their cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from candidates with diverse backgrounds. We are committed to advancing inclusion, diversity, equity and accessibility in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all questions, including requests for accommodation, to [Human Resources](#).