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# Intellectual Property Litigation Assistant

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Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation. We are currently seeking an Intellectual Property Litigation Assistant to join our team.

As an Intellectual Property Litigation Assistant your core responsibilities are to provide continuous administrative support to your two lawyers and work within a team environment to help provide excellent service to our clients. You must be confident dealing with people at all levels and will use your strong technical, communication and interpersonal skills to address and resolve issues. You thrive in the fast-pace of a busy law firm, keep up-to-date with changes in the industry, and take pride in delivering excellent customer service on tight deadlines.

## RESPONSIBILITIES:

- Manage daily operation of busy Intellectual Property litigation practices
- Managing phone calls, email inboxes, incoming mail etc
- Managing and coordinating lawyers' schedules, including coordinating meetings, calls and travel
- Managing lawyers' calendars including bring-forward systems, appointment schedules and court appearances
- Transcribing and revising legal correspondence, pleadings and memoranda using handwritten copy and/or digital dictation
- Preparing, processing and assembling court documents for Divisional Court, Federal Court, Superior Court, Court of Appeal and Supreme Court of Canada
- Preparing documents for Court filings and service of same
- Organizing materials for Trial
- Preparation of expense reports, docket entries, accounts and other administrative duties
- Completing documentation and file opening and closing procedures
- Ensuring quality control and management of deadlines
- Additional responsibilities may include online searches, research and requesting documents

#### EDUCATION AND EXPERIENCE:

- Experience working as an Intellectual Property Litigation Assistant is required
- Post-secondary education in a Legal Assistant/Administration program (or equivalent) is required
- Law Clerk Certificate / Diploma (or equivalent) is not required but will be considered an asset

#### KEY COMPETENCIES REQUIRED:

- Exceptional knowledge of spelling, punctuation, sentence structure and grammar
- Must have excellent written and verbal communication skills
- Skill in the use of reference materials and software programs such as Microsoft Office, Automated Civil Litigation, Lighthouse Accounting, Phillips Speech Exec, Worksite/Filesite Document Management System, Carpe Diem and Meeting Room Manager
- Advanced proficient in using Microsoft Office is required; particularly MS Word, Excel and Powerpoint
- In-depth knowledge of legal practices, legal terminology, and Rules of Civil Procedure
- Ability to carry out a variety of responsibilities including document production, document revisions and file maintenance
- Ability to work independently and with excellent judgment to both follow instructions with minimal supervision and take initiative as required
- Must have a strong attention to detail and the ability to problem solve
- Ability to work with all members of the firm while balancing priorities and giving priority to a particular job and its urgency
- Maintains professionalism, confidentiality and discretion

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

*Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process.*

*Please direct all requests to:*

*Barbara Russell  
Director, Human Resources  
Email: [brussell@litigate.com](mailto:brussell@litigate.com)*