
Health Law Coordinator

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 **Health Law Coordinator**.

ROLE DESCRIPTION

Reporting to the Director, Legal Support Services, the **Health Law Coordinator's** core responsibilities are to provide best-in-class coordination of and managing the administrative support activities for the Health Law Practice and support to the Health Law Leadership Team.

ROLES & RESPONSIBILITIES

Coordination, Administration & Facilitation

- Reviewing and distributing Electronic File Management (EFM) messages to firm members, updating our matter open and financial systems, and maintaining related statistical reports.
- Communication management – coordinating and disseminating internal team communications, as well as collating content from firm members to prepare Health Law communications and substantive submissions.
- Data management - collecting, managing and analyzing Health Law group data and preparing various reports.
- Assisting with file closure by confirming that all requisite steps are completed by the matter team and submitting the close file request in our system.
- Maintaining the Practice Group's intranet including precedents, procedures and other resources.
- Maintaining and updating the team's internal Health Law Administrative Handbook.
- Onboarding and ongoing training of legal assistants on Health Law processes and providing guidance and support to legal assistant team as needed.
- Coordinate Health Law department meetings and training sessions, lawyer registration and travel to conferences and client events.
- Prepare and revise presentations, memos, instruction materials and other types of documents as needed.
- Participate in and provide support with Health Law group initiatives/projects or components of larger-scale projects with a Health Law component, liaising with other departments, including Finance, Marketing, IT, etc.

Other Duties and Responsibilities

- Administrative support to Director of Legal Support Services in certain duties related to the Legal Support Services team, including coordination of meetings, taking minutes and expense reconciliation reports.

- Support the Health Law Leadership Team and Director, Legal Support Services in dealing with confidential or sensitive personnel or other organizational matters.

Other duties will be assigned as needed.

EDUCATION & EXPERIENCE

- 5+ years of experience as a litigation legal assistant, law clerk or legal support professional.
- Health Law experience is preferred.
- Post-secondary education in a Legal Assistant/Administration program, Law Clerk/Paralegal or equivalent diploma or certificate.

KEY SKILLS & CHARACTERISTICS

- Excellent organizational skills: flexible and able to multi-task, with demonstrated resourcefulness in setting and achieving priorities.
- Self-starter, able to act independently and direct one's own work while providing excellent client service.
- Superior communication skills (both written and verbal) including ability to work collaboratively as part of a team and build effective relationships with firm members at all levels.
- Ability to generate creative and innovative ideas to streamline processes to improve efficiency and outcomes.
- Having a working knowledge of Health Law legal practices in civil litigation, professional liability and regulatory landscape is preferred.
- Strong data management capabilities, is a critical thinker, enjoys analyzing data and has comfort with data and numbers.
- Trustworthy and discrete with the ability to handle highly confidential information and topics.
- Process-oriented with strong attention to detail.
- Positive attitude with a hands-on approach to managing challenges, setbacks, and complexities.
- Advanced proficiency in MS Office (Outlook, Word, Excel, PowerPoint) is required.
- Technical aptitude for learning diverse software programs; familiarity with Intapp Matter Open and 3E Financial System is considered an asset.
- Proactive and driven to learn and grow in the role.

OTHER INFORMATION

- **Reporting Details:** Reports directly to the Director, Legal Support Services
- **Hours of Work:** 9:00 am to 5:00 pm
 - Overtime may be required from time to time.
- **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.

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](#).