
Litigation Legal Assistant – Practice Management

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.

We are currently seeking a **Legal Assistant – Practice Management** to join our team.

ROLE DESCRIPTION

In this role as a **Legal Assistant – Practice Management**, your core responsibilities are to provide best-in-class administrative and collaborative support to your assigned Lawyer. You must have strong technical, analytical and problem-solving skills and be confident in your ability to deliver excellent customer service in a forward-thinking and fast-paced environment.

To thrive in this particular role, you must be driven, hardworking and be able to think critically and act logically. You must also have in-depth knowledge of and interest in legal practices and practice management best-practices.

ROLES & RESPONSIBILITIES

Practice Management

- Manage the daily operation of a busy litigation practice.
- Provide executive support to the assigned lawyer on all fronts, including internal responsibilities and commitments outside of the firm, such as committees and alike.
- Calendar management – schedule all parts of internal and external meetings and provide regular reminders of these upcoming meetings, calls, internal and external engagements, travel and other.
- Email management – monitor and manage all incoming and outgoing emails and attachments, ensuring all emails are responded to in a timely manner and filed appropriately. This includes managing a bring-forward system.
- File Maintenance – arrange files to be opened and closed, ensure files are kept organized while overseeing general file maintenance requirements and record keeping procedures.
- Client management – play an active role in client management by familiarizing self with clients, their files and serve as a point of contact.
- Dictation – transcribe and revise notes, memos, letters, and other correspondence / documents.
- General practice management - coordinate and arrange travel and external commitments, prepare expense reports, oversee docket entries, accounts, pre-bills, CLE records, following up with stakeholders to source information and research when required and other related duties as required and assigned.

Litigation Documents & Procedures

- Prepare, assemble, and draft various litigation documents, correspondence and briefs for court filings, distribution, service or other.

- Responsible for formatting documents, using internal firm standards and styles.
- Responsible for serving and filing all electronic and hardcopy documents.
- Understand and be able to use available legal software in everyday operations.
- Organize logistics and help Lawyers prepare for all court appearances including trial.

Other duties as assigned.

EDUCATION & EXPERIENCE

- A minimum of 5 years of experience working as a Legal Assistant in a legal or professional services environment is required.
- Experience working as an executive assistant or project coordinator role will be considered an asset.
- Post-secondary education in a Legal Assistant/Administration or Business Administration program or equivalent is required.

KEY SKILLS & CHARACTERISTICS

- Must be proactive, be able to anticipate, problem solve and respond in a manner in which displays forward-thinking, and results driven nature.
- Maintains a high level of discretion and confidentiality at all times.
- Must have exceptional written and verbal communication skills.
- Strong organization and multi-tasking skills with ability to carry out multiple responsibilities while balancing priorities.
- Must be able to work independently and collaboratively with excellent judgement to both follow instructions and take initiative when appropriate.
- Must have solid drafting and proofreading skills with a strong attention to detail.
- Analytical and logical thinking is required in order to conduct effective research.
- Must be flexible, adaptable, remain calm under pressure and be a team-player who is willing to do whatever it takes to get the job done.
- Advanced proficiency using Microsoft 365 applications, Document Management System (iManage), Digital Dictation software and Adobe Acrobat.
- Ability to effectively use Automated Civil Litigation (ACL), Accounting Software (3E), Docket Software (Carpe Diem) and Electronic Court Filing applications (CaseLines).

OTHER INFORMATION

- **Reporting:** This position reports directly to the Manager, Legal Assistants.
- **Hours of Work:** Monday to Friday from 9:00 am – 5:00 pm with flexibility to work overtime when required.
- **Work Arrangement:** This role is hybrid, with the requirement to be in the office a minimum of 2 days per week, with Wednesdays being mandatory. This is 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](#).