
Assistant, Legal Talent

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 an **Assistant, Legal Talent** to join our team.

ROLE DESCRIPTION

In this role as Assistant, Legal Talent, your primary responsibility is to provide exceptional administrative and collaborative support to the Legal Talent 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 are a must.

ROLES & RESPONSIBILITIES

This role requires a proactive, organized individual who can manage multiple tasks, pay attention to details, and handle sensitive information discreetly. A successful assistant in this field demonstrates a blend of administrative expertise and interpersonal skills.

Administrative Support

- Manage calendars, schedule meetings, and coordinate internal and external meetings.
- Manage invoices, expenses and visa reconciliation for the Legal Talent Team.
- Assist in organizing orientation and onboarding programs for new hires.
- Prepare and maintain documentation, including contracts, reports, and legal personnel files.
- Draft and proofread internal and external communications related to talent management.
- Support in reorganizing the Legal Talent Team's electronic records.

Recruitment Assistance

- Coordinate and manage the logistics of recruitment processes, including job postings and interview scheduling.
- Serve as a point of contact for candidates during the recruitment process, providing updates and support.
- Assist with the planning and execution of recruitment events such as career fairs, campus recruitment, and lateral hiring.

Professional Development

- Support the planning and coordination of training programs, workshops, and professional development initiatives for the Firm's lawyers and students.

Database Management

- Maintain accurate and up to date records in the Firm's talent management system.
- Prepare and summarize reports to support various processes and projects.

Event Coordination

- Assist in the planning and execution of events, seminars, and social activities aimed at enhancing employee engagement and retention.
- Assist in coordinating logistics for training programs, retreats, and other firm-wide initiatives related to legal talent management.

Liaison and Communication

- Act as a point of contact between the Legal Talent Team and other departments, ensuring seamless communication across various teams.
- Liaise with external vendors, universities, recruitment agencies, and others from time to time.

Special Projects

- Support the Legal Talent Team with ad-hoc projects.
- Assist in implementing new talent strategies or processes.

Client Service

- Provide excellent customer service to internal stakeholders and external candidates, ensuring a positive and professional experience throughout the recruitment and onboarding processes.
- Actively contribute to a positive firm culture through effective relationship management and support of team initiatives.

Other duties will be assigned as needed.

EDUCATION & EXPERIENCE

- 3+ years of experience as an Assistant is required
- Post-secondary education in a Legal Assistant/Administration program or equivalent required

KEY SKILLS & CHARACTERISTICS

- Excellent organizational and administrative skills with strong attention to details
- Ability to manage multiple priorities and competing demands while ensuring timeliness; must be able to handle time-sensitive and confidential tasks
- Excellent verbal and written communication skills
- Advanced technical and computer skills with strong Microsoft Office and Adobe abilities; must have a strong ability to learn and master job specific software
- Ability to work as part of a team and also be able to work independently with excellent judgement to both follow instructions and take initiative when appropriate

- Must be proactive, be able to anticipate, problem solve and respond in a manner in which displays forward-thinking, and results driven nature
- Must be flexible, adaptable and remain calm under pressure
- Creative thinker with good business acumen
- Excellent interpersonal skills - able to build relationships and trust with all levels of firm members
- Strong customer service mindset while being flexible and adaptable
- An energetic, enthusiastic individual who is self-motivated and willing to learn
- Must be a team-player who is willing to do whatever it takes to get the job done
- Maintain professionalism, confidentiality, and discretion at all times

OTHER INFORMATION

- **Reporting Details:** Director, Legal Talent
- **Hours of Work:** Monday - Friday – 8 hours per day
 - Overtime may be required from time to time
- **Work Arrangement:** This role is hybrid (minimum three days a week in the office) in accordance with the firm's current policy, which may be amended at any time

HOW TO APPLY

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