
Litigation Legal Assistant - Floater

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 **Litigation Legal Assistant - Floater** to join our team.

ROLE DESCRIPTION

As a **Litigation Legal Assistant – Floater** your core responsibilities are to provide best-in-class administrative and collaborative support to our team of Legal Assistants, Lawyers, Law Students and Law Clerks. As a Litigation Legal Assistant, you must have strong technical and analytical skills and be confident in your ability to deliver excellent customer service in a forward-thinking and fast-paced environment.

To thrive in this role, you must be driven and hardworking. You must think critically and act logically. You must have in-depth knowledge of legal practices, legal terminology, and the *Rules of Civil Procedure*. You must also display a growth mindset where you are open and capable of learning new skills to expand your knowledge and use software and technology in your day-to-day tasks.

ROLES & RESPONSIBILITIES

Floater

- Provide coverage for Legal Assistant shares as needed.
- Monitor floater email and provide assistance when needed.
- Support busy Legal Assistants with administrative and clerical responsibilities when needed.
- Support Law Students.

Administrative & Clerical

- Manage the daily operation of busy litigation practices.
- Calendar management – schedule meetings, calls, internal and external engagements, travel and other.
- Administrative – create and monitor bring-forward systems, coordinate and arrange travel and external commitments.
- File Maintenance – open and close, maintain and organize all matters and respective electronic and hardcopy files and file lists (active and inactive).
- Dictation – transcribe and revise notes, memos, letters, and other correspondence / documents.
- Assist with preparation of expense reports, docket entries, accounts, pre-bills, and other financial administrative duties.

Document Production

- 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.
- Must understand court requirements and rules surrounding submitting documents for Divisional Court, Federal Court, Superior Court, Court of Appeal and Supreme Court of Canada.

Litigation & Procedural

- 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

- 3+ years of experience as a Litigation Legal Assistant is required; Commercial Litigation experience is preferred.
- Post-secondary education in a Legal Assistant/Administration program or equivalent required.
- Law Clerk Certificate or Diploma is not required but will be considered an asset.

KEY SKILLS & CHARACTERISTICS

- Advanced technology ability including in-depth knowledge of legal software and applications.
- Must be able to work independently and collaboratively 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 have strong attention to detail skills and ability to edit, catch errors and offer suggestions.
- Must have exceptional written and verbal communication skills with proven knowledge of spelling, punctuation, sentence structure and grammar.
- Must be flexible, adaptable and remain calm under pressure.
- Strong organization and multi-tasking skills with ability to carry out multiple responsibilities while balancing priorities.
- Advanced proficiency using Microsoft 365 applications, Document Management System (iManage / Worksite / Filesite), 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).
- 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:** Manager, Legal Assistants
- **Hours:** 9:00 am – 5:00 pm, or other agreed upon hours (8 hours per day, 1 hour unpaid lunch)
- **Work Arrangement:** This role is hybrid (minimum 2 days per week in office), Wednesdays are mandatory. This is in accordance with the firm's current policy, which may be amended at any time.
- **Other:** 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](#).*