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# Assistant, Legal Talent

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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](https://litigate.com).

Lenczner Slaght is currently seeking an **Assistant, Legal Talent** to join our team.

## ROLE DESCRIPTION

As the Assistant, Legal Talent, your primary responsibility is to provide exceptional administrative and collaborative support to the Legal Talent team. This role requires strong technical, analytical, and problem-solving skills, along with the confidence to deliver outstanding internal client service in a dynamic, fast-paced environment.

To thrive in this role, you must be driven, detail-oriented, and capable of critical thinking and logical decision-making. A growth mindset is essential, as you will be expected to continuously learn and apply new skills, including proficiency with technology and software relevant to day-to-day operations. The role involves frequent interaction with professionals across all levels of the firm, making strong communication and interpersonal skills crucial for success.

## ROLES & RESPONSIBILITIES

This role requires a proactive, highly organized individual who can manage multiple priorities, maintain discretion with sensitive information, and demonstrate a combination of administrative expertise, technological proficiency and interpersonal savvy.

### Administrative Support

- Manage complex calendars and coordinate internal/external meetings for the Legal Talent team.
- Handle administrative tasks such as invoice processing, expense tracking, and visa reconciliation.
- Assist in the planning and coordination of new hire orientation and onboarding programs.
- Prepare and manage documentation, including contracts, reports, and personnel files.
- Support the organization and maintenance of the team's electronic records and filing systems.
- Draft, proofread, and format internal and external communications.

### Recruitment Assistance

- Assist with the coordination of logistics for the recruitment lifecycle including job postings, interview scheduling, and candidate communication.
- Serve as a point of contact for candidates, providing timely updates and a professional and positive candidate experience.
- Assist in organizing recruitment events such as campus fairs, networking events, and lateral hiring initiatives.

### **Professional Development**

- Support the planning and execution of training programs, CLE sessions, and other development initiatives for lawyers and students.

### **Database Management**

- Maintain accurate records in the firm's talent management system and document management system.
- Compile, analyze, and summarize data to support reporting and ongoing initiatives.

### **Event Coordination**

- Contribute to the planning and logistics of firm-wide legal talent events, including professional seminars, retreats, and team-building activities.
- Coordinate setup, materials, catering, and communications for training and engagement events.

### **Liaison and Communication**

- Act as a key liaison between the Legal Talent team and other internal departments.
- Communicate with external stakeholders such as vendors, universities, and recruitment partners.

### **Special Projects**

- Provide support on ad hoc projects related to process improvement, system implementation, and strategic talent initiatives.

### **Client Service**

- Deliver exceptional customer service to internal stakeholders and candidates.
- Contribute to a positive, inclusive firm culture through collaboration and relationship-building.

*Other duties will be assigned as needed.*

## **EDUCATION & EXPERIENCE**

- Completion of a post-secondary education program in Legal Administration, Human Resources, Business Administration, or a related field is strongly preferred.
- A minimum of 2 years of administrative, or equivalent, work experience in a professional services environment (legal, consulting, financial services, or corporate HR) is required.
- Previous experience working in a Legal Talent, Legal Recruitment, or Professional Development role is highly desirable.
- Direct experience supporting law firm recruitment, including assisting with campus interviews, hiring, onboarding, or training events will be considered a strong asset.
- Must have a proven track record in handling confidential information, managing priorities, and ability to work with senior stakeholders.

## **KEY SKILLS & CHARACTERISTICS**

- Exceptional organizational and administrative abilities with acute attention to detail.
- Strong multitasking and prioritization skills in a deadline-driven environment.
- Excellent verbal and written communication skills.

- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Adobe; experience with or demonstrate a strong aptitude for learning new software (e.g., applicant tracking systems, HRIS, document management platforms).
- Ability to work both independently and collaboratively with sound judgment and initiative.
- Forward-thinking, proactive, and results-driven approach.
- Calm, adaptable, and flexible in high-pressure scenarios.
- Creative mindset with strong business acumen.
- Skilled at building trust and rapport with individuals at all levels.
- Dedicated to providing superior customer service and enhancing the team's effectiveness.
- Professional, discreet, and dependable, with a commitment to maintaining confidentiality.

#### OTHER INFORMATION

- **Reporting Details:** Report directly to the Director, Legal Talent with day-to-day instruction and supervision from all members of the Legal Talent team.
- **Hours of Work:** 9:00 am – 5:00 pm, or other agreed upon hours (8 hours per day, 1-hour unpaid lunch)
  - Overtime may be required from time to time.
- **Work Arrangement:** This role is hybrid (minimum 3 days per week in office). 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](#).*