



Olthuis Kleer Townshend LLP is Canada's largest law firm dedicated to advancing the self-determination and success of Indigenous peoples in a wide range of areas of Canadian law.

We have an opening for a legal assistant in its Toronto office with a minimum of 5 years of legal experience.

Duties will include:

- Independently manage the daily operation currently for five litigation lawyers;
- Assist in the preparation and completion of various litigation and arbitration documentation such as motion records, pleadings, notices, affidavits, affidavits of documents, bill of costs, cost outlines, writs of seizure and sale and correspondence;
- Communicate professionally with all internal and external clients, as well as with various courts and opposing counsel;
- Handle administrative details with respect to accounting, opening and closing files, docketing, billing, etc.;
- Calendar management including arranging meetings and order catering;
- Support and cover for other assistants when needed
- The ability to be flexible to the changing demands of the job; and
- Able to work some overtime.

Qualifications or Skills Required:

- Minimum of five years' Litigation legal experience;
- Strong computer skills including Adobe and MS Office: Word, Outlook and Excel;
- Ability to carry out law firm practices and procedures with minimal instruction;
- Successful completion of a post-secondary level legal assistant or law clerk course;
- Superior knowledge of various courts and the Rules of Civil Procedure and ACL (Automated Civil Litigation);
- Extremely organized and meticulous with follow-up and detail and in dealing with matters containing voluminous documents
- Ability to take the initiative, be proactive, prioritize, problem solve and multitask; and
- Flexible, team player that is client service oriented.

All interested applicants please submit your resume and salary expectations to searchcommittee@appliedstrategies.ca

NO AGENCIES PLEASE.