SINGLETON REYNOLDS

Title:	Legal Administrative Assistant
Practice Group:	Construction and Infrastructure
Location:	150 King Street West, Suite 2512, Toronto, M5H 1J9
Contact:	Stephen Hinds, Director, Human Resources

Singleton Urquhart Reynolds Vogel LLP is a Canadian law firm with offices in Vancouver and Toronto. Our focus is on helping clients from construction and infrastructure, commercial litigation, insurance, real estate and business seize emerging opportunities and find solutions to complex legal problems.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

With 60 lawyers operating in Vancouver and Toronto, the firm provides a wide range of legal services including the following key practice areas:

- Construction and Infrastructure Law
- Commercial Litigation
- ADR
- Commercial Real Estate
- Wills & Estates
- Immigration

- Insurance Defense
- Professional Liability
- Entertainment Law
- Corporate Commercial
- Workplace Law

THE ROLE OVERVIEW

Singleton Reynolds is currently looking for an experienced Legal Administrative Assistant to join our Litigation Department within the Toronto office. The position requires 3 to 5+ years' experience. The successful candidate will work closely with a professional team of Lawyers and Law Clerk and will be responsible for a wide array of legal administrative tasks.

THE ROLE

- Providing clear, concise and complete oral and written information.
- Drafting correspondence and legal documents.
- Maintaining all administrative functions, including file opening/closing procedures, maintains the calendar, books appointments and manages bring forwards.
- Performing complex editing and formatting of documents for various correspondence, reports, forms and spreadsheets.
- Arranging examinations for discovery and trial dates.
- Managing work volume and juggling priorities while supporting a demanding practice.
- Managing a high volume of paper correspondence.
- Ensuring deadlines are met and limitation dates are adhered to.
- Completing time entries and billings.
- Sorting incoming mail and preparation of outgoing mail.
- Performing other related duties as required.

KEY QUALIFICATIONS and EXPERIENCE

- 3-5+ years of experience working as a legal administrative assistant.
- Legal Administrative Assistant Certificate from an accredited program.
- Previous litigation experience.
- Superior organizational/document management skills with a strong attention to detail.
- Exceptional aptitude for software and systems.
- Advanced knowledge of database management.
- Computer knowledge including: MS Word, MS Excel, Outlook, Internet, Case Management Software, and Time tracker software.

SKILLS & ATTRIBUTES

- Strong time management skills.
- The ability to work both collaboratively and support colleagues and work independently.
- A strong work ethic and initiative.
- Excellent interpersonal skills.
- Excellent communication skills both written and verbal.
- Sound business judgment including the ability to handle sensitive and confidential information.
- High degree of accuracy in work product.
- A strong orientation towards delivering a superior standard of service.
- A proven ability to thrive in a fast-paced deadline-driven environment.

KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer a matching RRSP Program, a fitness subsidy, an annual education/tuition allowance, and ongoing continuing educational "Lunch & Learn" seminars.

KEY CONTACT

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP
Attention: Stephen Hinds

Email: jobs@singleton.com

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.