



## JOB POSTING

**Position Available:** Legal Assistant

**Law Type:** Labour and Employment, Civil Litigation

**Salary Range:** \$60,683.48 - \$63,110.82 (two to five years experience)

**Date Available:** Immediately

**Anyone interested in being considered for this position should send their resume, via email, to Sandra Valentine (svalentine@goldblattpartners.com), Manager, Human Resources and Facilities.**

### **Major Responsibilities**

Performs all clerical, administrative and general office duties and organizes and expedites the flow of work through the offices of the assigned lawyers, including but not limited to:

#### **Document Preparation and File Management**

- Performs transcription functions as necessary and requested;
- Creates, types, formats, reviews and proofreads documents and correspondence to ensure compliance with legal procedures and grammatical usage; Sets up and maintains filing systems, utilizing knowledge of legal records and procedures (including a tickler system) and frequently controls confidential materials and documents;
- Follows proper file opening and closure procedures, coordinates file closings, and arranges for storage of closed files;
- Routes or answers routine correspondence and faxes not requiring the lawyer's attention and initiates follow-up as required;
- Prepares, formats, and coordinates the service and filing of all materials for labour, employment, and civil litigation matters, in accordance with instructions and precedents, while ensuring compliance with applicable rules and timelines. This includes proceedings before boards and administrative tribunals, and at all levels of court, including, but not limited to, the Ontario Labour Relations Board, the Grievance

Settlement Board, the Human Rights Tribunal of Ontario, the Superior Court of Justice, the Court of Appeal for Ontario, and the Supreme Court of Canada.

### **Scheduling and Calendar Management**

- Coordinates and manages all scheduling for assigned lawyers, including client meetings, hearings, arbitrations, court and tribunal appearances and internal meetings and ensures all related logistics are in place;
- Maintains up-to-date lawyers' calendars, accurately recording meetings, appearances, deadlines and limitation dates, and proactively tracking and following up on all associated service and production timelines;
- Receives, reviews and prioritizes incoming mail and electronic communications, identifying and recording key dates and deadlines and ensuring they are diarized appropriately.

### **Billing, Timekeeping and Administrative Support:**

- Enters and maintain dockets on a daily basis and assists with preparing pre-bills, work-in-progress, file status and other reports as requested;
- Prepares and process invoices and expense reports accurately and in a timely manner, in accordance with Firm policies.

### **Other**

- Makes travel arrangements, including booking flights, hotels, vehicle rental, etc.;
- Provides secretarial assistance to other lawyers if time permits.

### **Knowledge, Skills and Abilities**

#### **Experience and Legal Knowledge**

- Two to five years of legal administration experience, preferably in the field of Labour and Employment Law;
- Strong understanding of Labour Board procedures and time limitations, as well as relevant civil litigation court processes and timelines;
- Working knowledge of legal office administration through the completion of an office procedures course or related experience.

#### **Communication, Client Service and Professionalism**

- Excellent oral and written communication skills, with strong grammar, syntax, spelling and punctuation;

- Effectively communicates with internal and external clients (written and verbal) and provides exemplary client service;
- Recognizes and diffuses stressful situations and deals with clients in a sensitive, respectful and professional manner;
- Demonstrates discretion, effectively manages confidential information, has a sound work ethic, good judgement, and is honest and trustworthy.

### **Organization, Judgment and Teamwork**

- Highly organized, with the ability to prioritize, meet deadlines, multi-task and adapt to frequently and rapidly changing priorities;
- Ability to work independently and collaboratively, with minimal instruction, in a fast-paced, team-based environment, to tackle novel and challenging assignments;
- Proven ability to leverage available support to ensure assignments are completed correctly and in a timely fashion;
- Consistently produces detail-oriented work with minimal errors.

### **Technical Skills**

- Excellent and accurate keyboarding skills with speed in excels of 55 words per minute;
- Proficiency with MS Word, Excel, PowerPoint and AdobePro;
- Working knowledge of document management systems (e.g., NetDocuments), Soluno, and time management systems (e.g., Tikit/Soluno) is an asset;
- Ability to operate standard office equipment.

### **Availability**

- Ability to work overtime if requested and/or when necessary.

### **Working Conditions**

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities of the position. The responsibilities of this position may be altered from time to time.

Goldblatt Partners LLP are committed to a culture of diversity and inclusion. We encourage members of all equity-seeking groups to apply. Accommodations for candidates with disabilities who are invited to take part in the selection process are available upon request.