



Senior Legal Assistant (Commercial Litigation)

Serving Windsor-Essex since 1920, the McTague Law Firm LLP remains as one of the oldest and most pre-eminent law firms in the area, providing a wide range of legal services. We continue to grow and expand in response to the ever changing needs of our clients. Our lawyers and staff work to provide exceptional service, helping our clients to navigate an increasingly demanding and complex legal environment. As a result, our team members are consummate professionals and we are proud of their contributions to our firm.

We are currently looking to add to the team a **Senior Legal Assistant (Commercial Litigation)** who will report to one of our Partners in the Litigation/Commercial Litigation Group.

You offer the following:

- Five or more years of law firm experience in commercial litigation
- Excellent time management, organizational and prioritization skills.
- Ability to work independently and within tight timelines.
- Passionate about providing quality work product to clients.
- A comprehensive understanding of legal terminology and knowledge of rules and regulations and a strong understanding of legal documentation
- Excellent organizational and business communication skills, both written and verbal including the ability to deal with clients and all levels of staff
- Good judgment and ability to exercise discretion when dealing with confidential and sensitive matters.
- Ability to take initiative and be resourceful.
- Outstanding attention to detail and diligent proofreading skills.
- High proficiency in MS Office 2010 (Word, Excel, Outlook), Document Management software, dictation
- Strong interpersonal skills and an excellent team player.

Responsibilities

- Preparing and reviewing legal documents such as pleadings, notices and memoranda to ensure they are in proper format.
- Preparing legal documents with some direction, often from precedents.
- Creating, revising and editing letters, and other documents as needed.
- Typing general correspondence and various legal documents from handwritten notes, dictation, phone and oral instructions.
- Continually assessing and establishing work priorities as needed.

- Handling incoming mail, including email.
- Maintaining detailed filing system (electronic and physical).
- Processing accounts, including entering/proofing dockets, preparing retainer letters, sending invoices and following-up with clients.
- Coordinating meetings, preparing agendas, tracking documents and deadlines and providing any follow-up as needed.
- Scheduling appointments and maintaining calendars.
- Photocopying, scanning and faxing.
- Other duties as assigned.

Qualified candidates are asked to submit their application by clicking the “Send Us Your Resume” link on the Careers section of our website or sending an email to Nicole Kupnicki, Business Manager at nkupnicki@mctaguelaw.com by no later than Friday, January 5, 2018. Please indicate the position you are applying for in your cover letter.

We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted.

Should candidates wish to receive the above job posting in an alternative format, please contact Nicole Kupnicki by email at nkupnicki@mctaguelaw.com or at (519)-255-4389.