

MILLS & MILLS LLP

BARRISTERS & SOLICITORS

ESTABLISHED 1884

Position: Associate Lawyer
Reports To: Chair of Litigation Department
Department: Litigation Department

Mills & Mills LLP is seeking an associate lawyer to join its thriving Litigation team! The successful candidate will have 3+ years of experience practicing in litigation and a desire to learn and to contribute to the success of our Litigation team.

Who We Are

Mills & Mills LLP is an expanding mid-size law firm with over 80 employees. Our core values that guide the members of our team are ***Integrity, Competence, Initiative, Cooperation, Respect and Care***. For us, there is no better question than “how can I help?”

We offer each member of our team competitive compensation and benefits, a collaborative and barrier-free work environment, and the opportunity to work on a diverse range of matters.

Mills & Mills LLP is an **inclusive employer** committed to building a **diverse workforce**. We encourage applications from **all** qualified candidates and will accommodate applicants’ needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process. If you require accommodation at any time throughout the recruitment process and selection process, please contact our Human Resources Manager, Rand Bilal, so that we can ensure your accessibility needs are accommodated throughout this process. Any information received relating to accommodation will be addressed confidentially.

Purpose of the Role

The successful candidate has courtroom experience, is confident and organized, possesses excellent communication and drafting skills and takes pride in the quality of their work. We pride ourselves in providing excellent service to our clients, while being a comfortable and rewarding place to practice law.

As an associate at Mills & Mills you will be mentored by senior partners and other experienced litigation practitioners, while you assist in the areas of commercial, civil litigation and estates litigation. You will be given the tools and encouragement to build your own practice as you grow to become a member of our team.

Key Responsibilities

- Managing your own files with support and direction from senior counsel, including client meetings, client communications, drafting pleadings, Motion Records, Mediation Memorandums and assisting in trial preparation
- Supporting senior counsel with larger files including the drafting of materials, participating in litigation strategy discussions, providing research support and being part of the team, which moves our files to conclusion
- Assisting in the development and marketing of the litigation group and the firm

- Building strong relationships with clients from a range of professional backgrounds
- Other duties as assigned

Education/Skills, Knowledge and Abilities/Attributes

- Minimum 3 years' post-call litigation experience (at least a 2018 call) with the confidence and the desire to manage your own practice and expand your litigation skills
- Ability to work well under pressure, manage priorities and meet deadlines
- Exceptional client management skills, trustworthy, accountable, proactive and with a positive work attitude

To apply, please submit your resume to: rand.bilal@millsandmills.ca. We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.