

MILLS & MILLS LLP

BARRISTERS & SOLICITORS

ESTABLISHED 1884

Position: Legal Assistant
Reports To: Lawyers
Group: Business Law

Mills & Mills LLP is seeking a Legal Assistant to join its thriving Business Law team! The successful candidate will have 3+ years of experience working in Corporate Law and a desire to learn and to contribute to the success of our 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 strong corporate/commercial experience, is confident and organized, possesses excellent communication, 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 work.

As a Legal Assistant at Mills & Mills LLP you will work alongside other experienced Legal Assistants and legal practitioners, while you provide full legal assistant support to two lawyers and work collaboratively with the entire business law department.

Key Responsibilities

- Provide outstanding client service in communications, drafting and coordinating with internal and external stakeholders
- Manage key dates and update calendars for lawyers, including appointments, due dates, and client-related activities
- Provide support on all aspects of major transactions, including mergers, acquisitions, sales, re-organizations, re-financings, and general corporate work, including minute book review and maintenance, incorporations, dissolutions, contracts, and reporting, etc.

- Organize documents and information required for online charity applications while maintaining efficient and cooperative client communications
- Prepare government filings, online filings, and searches on various corporate and government websites
- Correspond with and utilize online services of Corporations Canada, Ontario Business Registry, Charities Director, Ontario Office of the Public Guardian and Trustee and Canadian Intellectual Property Office
- Provide support for trademark applications and prosecution, including ordering searches, reporting, follow-up, and client communication
- Build strong relationships with clients from a range of professional backgrounds
- Engage in file management (e.g., retainer agreements, setting deadlines, etc.)
- Proactive management of monthly invoicing and collecting accounts receivables
- General administrative duties, including but not limited to docketing own time, scanning, filing, photocopying, scheduling appointments, file opening and closing, etc.
- Other duties as assigned

Education/Skills, Knowledge, and Abilities/Attributes

- Minimum 3+ Corporate Legal Assistant or Law Clerk
- Excellent computer software skills including PCLaw, Ecore, Fast Company, Word, and Outlook
- A keen understanding of Business and Corporate Law
- Ability to receive instructions and work efficiently with more than two (2) lawyers simultaneously
- Keen eye for detail, professional attitude, and confidentiality
- Works well under pressure, manage priorities and meet deadlines
- Excellent written and verbal communication skills
- Availability to work overtime, when necessary
- Exceptional client management skills, trustworthy, accountable, proactive and a positive work attitude

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