

# MILLS & MILLS LLP

BARRISTERS & SOLICITORS

ESTABLISHED 1884

---

**Position:** Contract - Associate Lawyer (Tele-Commuting Position)  
**Reports To:** Managing Lawyer  
**Group:** LegalShield

Are you tired of keeping track of docket, working long hours and chasing clients for payment? If so, this may be the perfect career for you. In this unique role, we offer lawyers a rewarding career that values work-life balance, a collegial environment and the opportunity to work from your home. You no longer have to docket your time or chase clients for payment, you can now focus on giving sound legal consultative advice to members.

## **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 Role**

Provide legal advice and superior customer service to LegalShield members.

## **Working Conditions**

- Full time approximately 40 to 48hrs/week
- Days required to work: Monday to Friday
- This is a remote position. The successful candidate must be able to tele-commute from a home office. For this reason, applications are welcomed from across the province and are not limited to lawyers working in the GTA.
- Majority of your time will be spent on the phone providing legal advice to members

## **Key Responsibilities**

- Providing superb legal advice on various areas of law to LegalShield members
- Managing all aspects of each assigned file
- Drafting, editing and responding to emails, correspondence, memoranda, reports, reviewing contracts and other legal documents and etc.
- Meeting daily compliance and targets

- Communicating with financial institutions, government agencies, members and lawyers
- Other duties as assigned

**Education/Skills, Knowledge and Abilities**

- Minimum 2 years post call experience, knowledge in various areas of law would be an asset
- Business, Employment law, Landlord Tenant (residential and commercial) knowledge and experience is preferred
- Experience with software: Excel, PCLaw, Word and Outlook
- Works well under pressure, manage priorities and meet deadlines
- Strong teamwork skills, proactive and positive work attitude

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