

MILLS & MILLS LLP

BARRISTERS & SOLICITORS

ESTABLISHED 1884

Position: Litigation Legal Assistant
Reports To: Lawyers
Group: Litigation

Mills & Mills LLP is seeking a Litigation Legal Assistant to join its thriving team! The successful candidate will have 3+ years of experience working in litigation 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 90 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 litigation 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 Litigation Legal Assistant at Mills & Mills LLP you will work alongside other experienced Legal Assistants, Clerks and legal practitioners, while you assist in the areas of commercial, civil litigation and estates litigation.

Key Responsibilities

- General administrative duties, including but not limited to scanning, filing, photocopying, printing, scheduling appointments, perform administrative duties with respect to accounting, opening and closing files, docketing, billing, etc.
- Preparing and editing emails, correspondence, memoranda, reports, authorizations and directions, retainers, forms, and other documentation
- Managing key dates and updating calendars for lawyers, including appointments, due dates, and client-related activities
- Ensuring complete and accurate filing of all legal documents

- Answering calls, routing callers, taking messages, and providing routine information to callers
- Collating various pleadings and court documents (including Statements of Claim, Statement of Defence, Affidavit of Documents, Motion Records, Mediation Briefs, Pretrial Briefs, Notices of Examination, Trial Records, Factums, etc.)
- Other duties as assigned

Education/Skills, Knowledge, and Abilities/Attributes

- Community College Diploma or equivalent and/or is working towards their Legal Assistant or Law Clerk qualifications
- Minimum 3+ years working in a legal environment; a keen understanding of Civil Litigation and Estates Litigation and strong understanding of the *Rules of Civil Procedure*
- Experience with software: iManage, BundleDocs, Word, Outlook, Excel, Acumin and ACL
- Ability to work independently with minimal supervision
- Ability to communicate in a professional manner with clients and lawyers
- Works well under pressure, manage priorities and meet deadlines
- Excellent written and verbal communication skills
- Ability to thrive in a fast-paced environment
- Availability to work overtime, when necessary

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