



Litigation Legal Assistant

The Firm

Wilson Vukelich LLP is York region's leading full-service business and tax law firm. We are a 21 lawyer firm located in Markham.

The Position

Wilson Vukelich LLP is looking to add a Litigation Legal Assistant. Working for a Senior Labour and Employment Law lawyer in a busy litigation group your tasks will include:

- opening and closing client files and preparation of engagement letters;
- management of multiple matters;
- client and counsel communication;
- file management including organizing and maintaining correspondence files, trial binders, transcript binders, document binders and other components;
- general administrative duties such as, filing, scanning, printing, faxing, and emailing documents;
- manage calendars, billing and invoicing.

The Candidate

The candidate should have a minimum of 5 years of litigation assistant experience. The candidate should be a self-starter along with:

- excellent knowledge of Microsoft Word and ACL software;
- demonstrated knowledge of litigation practices and procedures;
- demonstrated knowledge of Ontario Labour Relations Board and Ontario Human Rights Tribunal practices and procedures;
- being comfortable in a deadline driven, multi-tasking environment;
- positive attitude along with strong organizational skills;
- excellent communication and inter-personal skills;
- familiarity with a document management system.

We offer a dynamic work environment while promoting work-life balance.

If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us to submit your accommodation request.

Please forward your resume in confidence to:

Kate O'Dette, Office Manager

Wilson Vukelich LLP

careers@wvllp.ca