

Hiring: Litigation Assistant / Office Administrator



Opportunity description

We are looking for an excellent legal assistant who wants more variety, autonomy, and to play an important role on a close-knit team. Our new hire will have significant responsibility assisting with the administration of our firm, supporting day-to-day carriage of litigation files, preparing court materials, and assisting with hearing preparation.

Compensation and benefits are very competitive and will be commensurate with experience.

About our firm

MacKenzie Barristers is a litigation boutique in downtown Toronto, focusing particularly on civil appeals and issues of legal ethics and professional responsibility. Gavin MacKenzie and Brooke MacKenzie co-founded the firm in the spring of 2016, and since then have represented clients before the Law Society Tribunal, Ontario Superior Court, Ontario Court of Appeal, Saskatchewan Court of Appeal, and Supreme Court of Canada.

Learn more about us and the work we do at www.mackenziebarristers.com.

Key competencies and requirements

Our preferred candidate has experience working in a litigation environment; thrives working independently; has strong organizational, communication, and problem-solving skills; has a proven track record of good judgment and taking initiative; has experience with or knowledge of the *Rules of Civil Procedure*; and demonstrates excellent attention to detail. Law clerk certification is not required.

We are always working to improve our client service and efficiency by integrating technology into our practice, and we strive to maintain a paperless office. Proficiency with Microsoft Word, Adobe Acrobat, and an interest in learning new technologies are important to us. Experience using Clio practice management software would be ideal, but is not required as training will be provided to a candidate who is ready to learn.

Key responsibilities

Litigation Tasks

- Preparing motion materials, orders, and cost submissions
- Assembling appeal books, motion records, and books of authorities
- Assisting with preparing factums (footnote citations and schedules)
- Liaising with courts and opposing counsel
- Drafting and revising correspondence and other documents
- Preparing affidavits of documents and organizing Schedule A productions
- Preparing and maintaining precedents

Administrative Tasks

- Maintaining and organizing electronic client files
- Preparing accounts and billing clients monthly
- Banking and recording payments
- Liaising with contractors and vendors (e.g. bookkeeper, IT services, process servers, and copy services)
- Assisting with Know-Your-Client and conflict checks
- Paying vendor accounts
- Ordering supplies and services
- Assisting in tracking and collecting accounts receivable
- Booking examinations and travel arrangements

Application

If you are interested in this position, please forward a current resume to brooke@mackenziebarristers.com. We will interview eligible candidates on a rolling basis until the position is filled. While we thank all applicants for their interest in this position, only those selected for an interview will be contacted.