

SOTOS

One of Canada's leading class action law firms is seeking a **Litigation Assistant** with experience in **Civil Litigation**. The successful candidate will be working with a collegial team of lawyers, law clerks and assistants in a fast-paced environment on exciting and topical cases.

Primary Responsibilities include:

- Drafting routine correspondence, using ACL;
- Organizing and maintaining office files in DMS (iManage);
- Preparation of pleadings, affidavits, exhibits, Schedule A lists, motion records and cost outlines, following general precedents;
- Preparation of affidavits of service and commissioning affidavits;
- Coordinating with process servers for service and filing of documents in Ontario Courts (Superior Court of Justice, Divisional Court and Court of Appeal), British Columbia Courts, and Federal Courts;
- Coordinating with court offices to book motions, applications and hearings;
- Scheduling and managing calendars for client meetings, examinations for discovery, motions, hearings, and mediations; and
- Administrative tasks including document management, opening and closing files, electronic filing of documents, scanning, docketing, preparation of accounts.

Required Experience/Qualifications:

- Minimum three years of Civil Litigation Experience. Class action experience is a significant asset;
- Strong knowledge of the Rules of Civil Procedure;
- Knowledge and understanding of filing procedures in the Ontario courts, including CaseLines;
- Knowledge and understanding of e-Discovery procedures;
- Certificate or Diploma from a recognized College Legal assistant/Law clerk program;
- Excellent organizational skills with ability to manage priorities in a fast paced environment;
- Proficient in the use and application of Word, Outlook and Excel;
- Experience using a Document Management System;
- Strong interpersonal skills for liaising with clients, lawyers and court offices;
- Excellent oral and written communication skills;
- Attention to detail; and
- Ability to work as a team player and independently as required.

Apply:

Sotos LLP welcomes applications from all qualified candidates including Indigenous peoples, persons of the 2SLGBTQI+ community, racialized persons, persons with disabilities, and others.

Qualified candidates may submit their resumes to hr@sotos.ca

Please note that this position is a hybrid position.

We thank all applicants for their interest; however only those selected for an interview will be contacted.