

SOTOS

Sotos LLP, a leading boutique firm in downtown Toronto with a strong focus on franchising and class action matters, is seeking a full-time **Corporate/Commercial Assistant** for a current vacancy in our franchise and business law group. The successful candidate will be a highly motivated and energetic professional, supporting an experienced partner and a junior lawyer, and working closely with a team of knowledgeable assistants and clerks.

Primary Responsibilities:

- Draft, revise, and accurately compile legal agreements and corporate/commercial documents.
- Liaise professionally with clients, lawyers, and government offices.
- Manage file timelines and ensure key deadlines are met.
- Prepare and draft correspondence.
- Organize and maintain physical and electronic files in accordance with firm procedures, including managing a high volume of correspondence.
- Efficiently handle administrative tasks to support the legal team.
- Prepare a substantial number of regular invoices and communicate with clients directly regarding account statements.
- Provide backup coverage for team members during absences.

Required Experience & Qualifications:

- Minimum 3–5 years of Corporate/Commercial Law experience.
- Certificate or Diploma from a recognized Legal Assistant or Law Clerk program.
- Familiarity with corporate searches and exposure to trademark matters.
- Strong technical skills, including proficiency in Microsoft Word, Excel, PowerPoint, and related MS Office applications.
- Experience working within a Document Management System.
- Strong interpersonal skills with a professional, positive, and client-focused manner.
- Excellent written and verbal communication skills.
- Superior organizational abilities, including managing competing priorities in a fast-paced environment.
- Ability to work both independently and collaboratively within a team environment.

Salary Range: \$50,000 – \$80,000, commensurate with experience.

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

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