

# SOTOS

**Sotos LLP**, a leading boutique firm in downtown Toronto with a strong focus on franchising and class action matters, is seeking a **Litigation Assistant** for a current vacancy within the firm. The successful candidate will work closely with a team of both senior and junior lawyers, as well as experienced legal assistants.

## **Primary Responsibilities:**

- Draft routine correspondence.
- Prepare Motion and Application Records, Affidavits of Documents, Court Pleadings, and other court materials using established precedents.
- Organize and maintain office files and records in accordance with firm procedures.
- Coordinate service and filing of court documents.
- Liaise with court offices and manage scheduling of required appointments.
- Perform administrative tasks including filing, scanning, docketing, and preparation of accounts.
- Assist the lawyers in the administrative aspects of operating their practices.
- Provide backup coverage for team members during absences.

## **Required Experience & Qualifications:**

- Minimum 3–5 years of litigation experience; class action experience is an asset but not required.
- Certificate or Diploma from a recognized Legal Assistant or Law Clerk program.
- Excellent organizational skills with the ability to manage competing priorities in a fast-paced environment.
- Strong knowledge of the Rules of Civil Procedure.
- Proficiency in Microsoft Word, Outlook, and Excel.
- Experience working with a Document Management System.
- Strong interpersonal skills for communication with clients, lawyers, and court offices.
- Excellent oral and written communication abilities.
- Ability to work both independently and collaboratively as part of a team.

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

**Apply:** Qualified candidates may submit their resumes to [hr@sotos.ca](mailto:hr@sotos.ca).

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