



Junior and Intermediate Legal Assistant

About Us

Zarek Taylor Grossman Hanrahan LLP is an insurance defence boutique with an expertise that spans the breadth of the practice including tort, accident benefits, property and general insurance matters. Our focus is on providing exceptional client service, where initiative and an entrepreneurial spirit form the cornerstone of our success.

In addition to a competitive compensation package and benefits plan, we offer a fast-paced, supportive, team-oriented work environment where you will immediately be able to make a contribution. We pride ourselves on being a firm that offers a stimulating career, and the opportunity to grow and shape your own future potential.

We are looking for our perfect match. If you are a **Legal Assistant** who is service-oriented, organized, and self-motivated, then we would love to hear from you.

Position Summary:

The Junior and Intermediate Legal Assistant will play an integral role in supporting the practice of one or more Associates.

Principal Duties and Responsibilities:

- Responsible for all scheduling activities, including but not limited to, motions, examinations for discovery, arbitration pre-hearings, mediations, defense medial assessments, settlement calls, teleconferences, etc.
- Calendar management.
- Prepare correspondence, pleadings, Affidavit of Documents, Mediation Memos, Motion Records, Discovery Plans, Notices of Examination, etc.
- Event preparation, including summons to witnesses, preparing files, service notice of examination, preparing for appeal, etc.
- Open files – review retainer letters, complete the file opening form.
- Close files – ensure all settlement documents and funds have been obtained and prepare a memo to close the file.
- Prepare court documents (dismissal documents)
- Organize, update, and maintain files.
- Responsible for a variety of administrative tasks, including filing, docketing, attending to incoming mail, email and faxes, which are to be reviewed, docketed, and saved to Metrics, PrimaFact and TimeMatters.
- Preparation of accounts.
- Briefing small assignments.
- Transcribing dictations (under 20 minutes).

- Other duties as required.

Qualifications:

- Demonstrated experience working in a fast paced environment;
- Experience working in as part of an insurance defence litigation practice an asset;
- Minimum education: High School Diploma;
- Must be comfortable communicating via phone and using conference/video communication technology (i.e. Zoom)
- Strong communication and interpersonal skills;
- Ability to prioritize and manage multiple deadlines;
- Ability to adapt to changing priorities, think independently, and function as part of a team;
- Experience drafting and preparing professional correspondence, court forms, pleadings, briefs, accounts, etc.
- Certificate or diploma from a recognized college in legal office administration or law clerk program an asset.
- Resourceful, independent, and excellent problem solving skills;

How to Apply:

If you enjoy working in a fast-paced, energetic and dynamic work environment, then we invite you to apply for the Junior Legal Assistant position. To apply, please forward your resume and cover letter to careers@ztgh.com.

Zarek Taylor Grossman Hanrahan LLP is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment based on religion, race, political belief, ancestry or social origin, colour, ethnic origin or nationality, citizenship or civil status, creed, sex or gender, sexual orientation, age, record of offences, marital status, family status, mental or physical disability, economic status, or any other consideration made unlawful by applicable federal or provincial legislation. For applicants requiring accommodation, it will be provided in all parts of the hiring process – please advise us in advance. We thank all applicants for their interest, but only those selected for an interview will be contacted.