

Sotos LLP, one of Canada's leading class action law firms is seeking an experienced **Litigation Assistant**. 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;
- Preparation of Records, Affidavits of Documents and Court Pleadings and other court documents, following general precedents;
- Organizing and maintain office files;
- Coordinating with process servers and court offices;
- Administrative tasks including filing, scanning, docketing, preparation of accounts;

Required Experience/Qualifications:

- Minimum three years of Litigation experience. Class action experience is a plus;
- 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;
- Strong knowledge of the Rules of Civil Procedure;
- 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;
- Ability to work as a team player and independently as required;

Apply:

Qualified candidates may submit their resumes to hr@sotosllp.com

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