



SOTOS LLP | LAWYERS & TRADE-MARK AGENTS

Sotos LLP, a leading boutique firm located in downtown Toronto with a strong focus in franchising and class action matters is seeking a **Corporate/Commercial Assistant** for a one year contract. The qualified candidate is highly motivated and energetic as the person will be working for a team consisting of an experienced partner and a junior lawyer; together with a team of experienced assistants / clerks.

Primary Responsibilities:

- Draft, revise and compile legal agreements and documents;
- Liaise with clients, lawyers and government offices;
- Manage file timelines;
- Draft correspondence;
- Organize and maintain files and records in accordance with the firm's procedures, including a large volume of correspondence;
- Efficiently manage administrative tasks;
- Preparation of a significant amount of regular invoices and interaction with clients over account statements; and,
- Providing backup coverage in the absence of other team members.

Qualifications:

- Minimum 3-5 years of experience in Corporate and Commercial Law;
- Certificate or Diploma from a recognized College Legal Assistant/Law Clerk program;
- Familiarity with corporate searches and trademark matters;
- Excellent technical skills including MS Office Suite—Word, Excel, PowerPoint, etc.;
- Knowledge of a Document Management System;
- Strong interpersonal skills, polite, professional, positive manner, and a client service approach;
- Excellent oral and written communication skills;
- Superior organizational skills with the ability to manage priorities in a fast paced environment; and,
- Ability to work as a member of a team 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.