

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**. The qualified candidate is highly motivated and energetic as the person will be working for a team consisting of an experienced partner and a senior associate; together with a team of experienced assistants and clerks.

Primary Responsibilities:

- Editing and compiling legal agreements and documents;
- Liaising with clients and lawyers;
- Managing file timelines;
- Drafting correspondence;
- Organizing and maintaining files and records in accordance with the firm's procedures, including a large volume of correspondence, opening and closing files;
- 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;
- 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@sotos.ca.

Sotos LLP welcomes applications from people with disabilities. Accommodations are available for candidates and employees.

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