

# **KRMC**

**Kronis, Rotsztain,  
Margles, Cappel LLP**  
Barristers and Solicitors

## **Legal Assistant-Litigation Department**

### **Firm**

KRMC is a diverse, multi-service law firm with two sophisticated Toronto offices — our head office in the thriving uptown business district, as well as our downtown office in the city's financial core. We act for a number of well-known clients including financial institutions, leasing companies, multinational corporations, and owner-operated businesses.

### **Profile**

We are currently seeking a detail-oriented and organized self-starter to join our firm as a **Legal Assistant** in our Creditors' Rights department. The successful candidate will be responsible for providing support to two associate lawyers. This position will be held at our head office, at Yonge and Sheppard, which has convenient, direct access to the Sheppard subway station.

### **Responsibilities:**

- Performing a full range of administrative and general office duties (i.e. opening and closing files, billing, etc.)
- Organizing and expediting the flow of work through lawyer's office
- Preparing and/or transcribing legal documents according to general instructions and/or precedents
- Verbal and written communication with lawyers' peers, subordinates, opposing counsel and clients for various reasons such as arranging for meetings and conferences
- Presenting a positive and professional image of the firm to all clients, visitors and other parties
- Other duties as may be assigned

### **Qualifications:**

- Two years of relevant experience preferred
- Relevant educational background (i.e. Legal Assistant/Law Clerk diploma) that has been successfully completed
- Ability to take direction, set priorities and work effectively, individually and as part of a team
- Excellent communication (written and verbal) and interpersonal skills
- Detail-oriented, conscientious, accurate and organized
- Exceptional computer skills (i.e. strong proficiency in Microsoft Office)
- Reliable, with an excellent attendance history

A satisfactory criminal records check will be required from the selected candidate as a condition of employment.

We offer a competitive salary based on experience and a comprehensive benefit package effective after three months of employment. This position is to commence as soon as possible.

Please e-mail your cover letter, resume and unofficial school transcript to [careers@krmc-law.com](mailto:careers@krmc-law.com) and refer to "Litigation Legal Assistant" in your subject line. Our firm name and address is:

Kronis, Rotsztain, Margles, Cappel LLP  
Barristers and Solicitors  
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Toronto, ON M2N 6S6  
<http://www.krmc-law.com>

We thank all applicants, however, only those selected for an interview will be contacted. KRMC is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.