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| KRMCLogo |
|  Kronis, Rotsztain,  Margles, Cappel LLP Barristers and Solicitors |

**Legal Assistant-Personal Injury Department**

**Firm**

KRMC is a diverse, multi-service law firm with two fully linked 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.

Pr**ofile**

We are currently seeking a Legal Assistant to join our firm, in our Plaintiff Personal Injury department. The successful candidate will thrive in a fast-paced environment and be highly organized, detail-oriented and have a very strong work ethic. This position is to be held at our head office, at Yonge and Sheppard, which has direct access to the Sheppard subway station. This role will report to an associate of the firm.

**Responsibilities:**

* Full clerical, administrative and general office duties
* Organizing and expediting flow of work through lawyer’s office
* Managing the flow of productions and undertakings
* Managing strict court timelines and deadlines
* Drafting, preparing and filing legal documents such as Notice of Examinations and Affidavit of Documents according to general instructions and/or precedents
* Communicating and administrating correspondence with lawyer’s peers, subordinates, opposing counsel, medical experts and clients to schedule appointments and coordinate arrangements for meetings
* All other duties as may be required

**Qualifications:**

* Minimum of 1 year of experience in a related role preferred but willing to train the right candidate
* College diploma/certificate in a related field preferred
* Experience in Personal Injury law an asset
* Experience with PC Law and docketing an asset
* A sound knowledge of the Microsoft Office environment
* Ability to work well under pressure in a fast-paced environment while maintaining superb organizational skills
* Superior communication skills, both verbal and written
* Superior time management skills, with the ability to prioritize tasks
* Strong attention to detail
* Reliable, with an excellent attendance history

This role offers a comprehensive benefit package effective after three months of employment and the opportunity to work in a pleasant environment with a great team. This position is to commence as soon as possible.

Please e-mail your cover letter and resume to careers@krmc-law.com and refer to “Legal Assistant-Personal Injury Department” in your subject line. Our firm name and address is:

Kronis, Rotsztain, Margles, Cappel LLP

Barristers and Solicitors

1100- 25 Sheppard Avenue West

Toronto, ON M2N 6S6

<http://www.krmc-law.com>

We thank all applicants, however, only those selected for a telephone interview will be contacted.