

### **Law Clerk**

Willis Business Law is seeking a full time Law Clerk that is able to apply their strong corporate/commercial law background to the overall carriage of the firm's files. Experience in real estate and/or litigation is considered an asset. Our firm offers a true team environment and competitive compensation and benefits package with an opportunity to enhance skills and knowledge in a fast-paced environment.

#### **Expectations**

- Ability to achieve successful results and maintain a positive attitude under time sensitive circumstances or unfamiliar events.
- Commitment to providing polite and professional services to clients while tactfully handling difficult client requests.
- Experience with MS Word, Excel, Outlook, Soluno, Worldox, Teraview, Lawyer Done Deal, Copitrak and court filing procedures.
- Thorough understanding and execution of Law Society of Ontario rules and regulations.
- Ability to successfully multitask, communicate and work with coworkers to achieve firm objectives.
- Ability to work independently, enjoy working in a fast-paced environment and taking responsibility for work and managing multiple concurrent client files.
- Excellent written and oral communication skills, strong problem-solving and organizational skills.
- A willingness to learn, grow and embrace our client-centric model for legal services.

#### **Roles and Responsibilities**

- Manage transactions from start to finish, including drafting all documents and correspondences with other solicitors through to reporting to clients.
- Manage litigation or arbitration matters from start to finish including filing of claims, defences, motions, factums, arranging for discoveries and compliance with undertakings.
- Create physical files, mail, fax, scan documents and final reports.
- Collect identification and verification information as required by the Law Society of Ontario.
- Provide disbursements to the firm's accounting department.
- Work with the firm's accounting department to request cheques and confirm deposits in our trust account for closings and settlement of matters.
- Open files and docket time in Soluno, prepare and calculate final ledgers and determine final amounts due from and owing to clients.
- Provide back up support for reception and to administrative assistants.
- Perform deliveries on behalf of the firm, if needed.

Please send your resume and cover letter to: [hr@willislawfirm.ca](mailto:hr@willislawfirm.ca)