

Dutton Brock LLP is a mid-sized Commercial Insurance litigation and Insurance Defence firm, dedicated to providing exceptional legal services to all our clients. We offer an excellent work environment with a competitive compensation package.

We are looking for a **Legal Assistant** with 3-5 years of experience working in Insurance Defence. The ideal candidate will need strong administrative skills with a solid understanding of the Rules of Civil Procedure. The role requires an individual with a professional attitude who will provide support to their lawyer(s) and team with an emphasis on delivery of excellent service to our clients. To succeed in this role you will need the ability to manage multiple priorities and deadlines with minimal supervision as well as demonstrate discretion with strong organizational and communication skills.

Responsibilities:

- Monitor deadlines, send reminders and assist lawyer(s) in preparing and filing timely responses to deadlines.
- Draft, prepare and proofread correspondence and various documents and forms including initial letters to client, and opposing counsel.
- Ensure court filings are completed in an accurate and timely manner.
- Scheduling various events, including but not limited to: examinations for discoveries, motions, mediations and settlement conferences etc.
- Assist in preparation and assembly of briefs and records.
- Prepare releases, consents and orders, and settlement disclosure notices.
- Ensure all physical and electronic filing is organized and up-to-date.
- Fax, scan, photocopy and bind documents.
- Transcribe digital dictation when required.
- Various administrative support tasks including, but not limited to: managing incoming mail and emails, accounting, opening and closing files, expense claims, and ensuring adherence to client protocols and firm procedures.
- Updating and maintaining lawyer's calendar.
- Other legal and administrative tasks as assigned.

Skills/Knowledge/Experience Required:

- Minimum 3-5 years experience of Insurance Defence experience.
- Post-secondary Legal Assistant certificate or Law Clerk diploma.
- Knowledge of the Rules of Civil Procedure.
- Strong technical skills including Microsoft Office, PC Law.
- Excellent verbal and written communication skills.
- Proven organizational, prioritizing, multi-tasking, and time-management skills
- Flexible and dependable with ability to work in a fast-paced environment with changing priorities
- Professional and team-oriented with strong interpersonal and client service skills.

Respond to:

Interested applicants should submit their resume by email to careers@duttonbrock.com. Please use the subject line “**Insurance Defence Legal Assistant**”. We appreciate the interest of all applicants, however only those under consideration will be contacted.

Dutton Brock LLP is committed to providing accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disability Act, 2005. If you require accommodations, please notify us and we will work with you to meet your needs. We are proud to be an equal opportunity employer.

NO AGENCIES PLEASE.