

We are looking for an **Accident Benefits Legal Assistant** with 4+ years of experience working in Insurance Defence. The ideal candidate will need strong administrative skills with a solid understanding of SABS and 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, opposing counsel and LAT.
- Scheduling of examinations for discovery, mediation, case conference, pre-arbitration hearings, EUO's, etc.
- Assist in preparation of briefs and records for trial and hearings.
- Prepare releases, consents and orders, and settlement disclosure notices.
- Maintain and organize files, both electronic and hard copy as required.
- Fax, scan, photocopy and bind documents.
- Transcribe digital dictation.
- Administrative duties with respect to accounting, opening and closing files, billing, expense claims and ensuring adherence to client protocols and firm procedures.
- Updating and maintaining lawyer's calendar and processing mail.
- Other legal and administrative tasks as assigned.

Skills/Knowledge/Experience Required:

- Minimum 4+ years experience of Accident Benefits experience.
- Post-secondary Legal Assistant certificate or Law Clerk diploma.
- An understanding of the Statutory Accident Benefits Schedule (SABS) and Rules of Civil Procedure.
- Strong technical skills including Microsoft Office, PC Law.
- Excellent verbal and written communication skills.
- Strong organizational, multi-tasking, and time-management skills.
- Flexible and dependable with ability to work in a fast-paced environment with changing priorities.
- Demonstrates discretion, sound judgment and diplomacy in dealing with confidential matters.
- 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 “**AB 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.