



Diamond and Diamond personal injury lawyers have served clients across Ontario for 40 years practicing in personal injury law. Be a part of our dynamic team to help ensure each client receives the attention and receives the compensation they deserve!

The role of the Accident Benefits Clerk consists of the following:

- Completion of OCF forms
- Liaising with paralegals
- Understanding of the SABS
- Drafting all pleadings
- Preparing file summaries
- Reviewing and summarizing all medical documentation
- Daily communication with clients and third parties

Experience/Skills:

- Knowledge and understanding of OCF forms and SABS
- Excellent grammar, spelling and proofreading skills
- Superior analytical, organizational and prioritization abilities
- Superior time-management skills, multitasking, and the ability to prioritize tasks with minimal supervision
- Strong technical skills and proficient in Microsoft Office and Outlook
- A team player who works well under pressure
- Ability to always deal effectively and pleasantly with colleagues, clients and 3rd parties
- Flexibility and adaptability are essential

Qualifications/Competencies:

- Minimum of 1 year experience as an Accident Benefits/Tort Legal Administrator/ Law Clerk in Personal Injury Law Firm is an asset
- Legal Assistant and / or Law Clerk College Diploma is an asset
- Proven organizational skills
- Ability to work well in a fast-paced environment
- Patient, able to work under pressure
- Superior communication skills, both verbal and written
- High level of sound and independent judgment, reasoning, and discretion

Job Types: Full-time, Permanent