



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!

We currently have a full-time opening for a Legal Assistant to support our Personal Injury, Class Action and Civil Litigation Team.

**The successful candidate will assume a position of responsibility, including:**

- Perform legal assistant responsibilities from file opening to closing
- Review incoming correspondence and draft responses
- Draft pleadings, correspondence and related documents
- Schedule or assign to support staff for appointments, trial, case planning conferences, applications, etc.
- Assign tasks to Scheduling Coordinators or Intake Team as needed
- Maintain file organization
- Maintain bring forward system and court diary
- Handle associated legal administrative assistant tasks
- Our ideal candidate is a motivated and diligent self-starter who works well with a team, exhibits a proactive work style and positive approach to problem solving, is detail oriented and organized, displays exceptional analytical abilities, brings strong communication skills.

**To be considered, you must have:**

- Strong working knowledge of court rules and procedures
- Excellent word processing skills (MS Word, Outlook)
- Ability to work independently and as part of a team
- Has a high level of accuracy and proof-reading

Job Types: Full-time, Permanent