



Diamond and Diamond Lawyers have served clients across Canada 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 to support our Personal Injury, Class Action and Civil Litigation Team. Our proven success helping victims through Animal & Dog Bites, Birth Injuries, Brain Injuries, Car Accidents, Catastrophic Accidents, Long-Term Disability, Slip and Falls, Soft Tissue Injuries, Spinal Cord Injuries, Work-Related Injuries, Wrongful Death and other insurance claims, have helped us gain our reputation. We are committed to customer service and personalized attention to ensure each client receives the attention and receives the compensation they deserve.

Responsibilities and Duties:

- Handling work proactively on file from intake to resolution
- Work cooperatively within a team structure
- Identify files ready for settlement discussions or appropriate to prepare for settlement conferences
- Reviews, analyzes, and assesses all incoming medical and other productions
- Effectively track deadlines and timelines
- Communicating with team members and clients to ensure that all documents are in order and the file is up to date
- Responsible for ongoing review and management of files, assignment of tasks, with assistance from paralegals, legal assistants and schedulers
- Preparing clients and attending examinations for discovery, motions, mediations, etc.
- Drafting settlement proposals and negotiating settlements
- Other duties as assigned

Requirements:

- You are a lawyer with 2-5 years' experience
- Called to the Bar and license to practice in Ontario
- 1-5 years of handling litigation files
- Strong attention to detail and accuracy
- Very strong knowledge of Rules of Civil Procedures
- Comply with all firm policies and procedures
- Experienced in handling files from beginning to end
- Experienced in settling claims
- Strong time management skills, with the ability to prioritize tasks
- Superior communication skills, both verbal and written

- Ability to work well under pressure in a fast-paced environment while maintaining superb organizational skills
- Confident and dependable, with strong initiative and ability to work both independently and in a team-oriented atmosphere.
- Exude a positive attitude
- Willing to learn new material

Job Type: Full Time, Permanent

Location: 955 Green Valley Crescent, Unit 315, Ottawa, ON K2C 3K7

To apply: Please send your resume in confidence to HR@diamondlaw.ca. Subject Line "Ottawa Lawyer Application"