



Diamond and Diamond Lawyers have served clients across Canada for 40 years practicing in personal injury law. 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.

The role of Junior Lawyer will consist of assisting with the carrying and the management of files including but not limited to drafting pleadings, attending discoveries, preparing for and attending at motions, drafting mediation memoranda, pre-trial memoranda and assisting with mediation.

#### **Responsibilities and Duties**

- Oversees all aspects of tort claims
- 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 and legal assistants
- Responsible for assigning tasks to the production department
- 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 0-1 years proficient practice experience in the area of Personal Injury including Accident Benefit and Tort
- Called to the Bar and license to practice in Ontario
- 0-1 years of handling personal injury 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:** 255 Consumers Rd, 5<sup>th</sup> Floor, Toronto, ON M2J 1R4

**To apply:** Please send your resume in confidence to [HR@diamonddlaw.ca](mailto:HR@diamonddlaw.ca). Subject line  
"Ontario Junior Lawyer Application"