

CONFLICTS & RECORDS ASSISTANT

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Halifax and Montréal. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

The Conflicts & Records Assistant will provide firm-wide support services related to the conflicts, business intake and records management processes.

KEY ACCOUNTABILITIES

- Perform conflict searches to provide relevant information to help identify potential legal and business conflicts for new business intake and incoming legal professionals.
- Assist legal professionals and assistants to expedite conflict searches and to ensure accuracy.
- Liaise with Risk Management to co-ordinate the resolution of conflict issues and other risk-related issues.
- Review matter opening and closing to ensure compliance with firm policies and Know Your Client (KYC) requirements. Follow up with legal professionals and assistants as required.
- Update and maintain information relating to clients and matters to ensure accuracy.
- Generate various reports including client/matter reports and related party listings on an ad-hoc basis.
- Assist with records management, including: coordinating file delivery to and retrieval from off-site storage, and support of records destruction initiative.
- Available to provide on-call support on a rotational basis after-hours for urgent requests.

ATTRIBUTES & EXPERIENCE

- Post-secondary education in a business-related field and/or equivalent experience to successfully complete the essential requirements of the role.
- 1-3 years of related experience, preferably in a professional services environment. Experience in conflict searching, business intake and/or records and information management is an asset.
- Knowledge of business intake, conflicts and records and ethical wall software (CorpIntake, 3E, Intapp Walls etc.) is an asset.
- Strong analytical abilities; demonstrated problem-solving skills and exceptional attention to detail.
- Proven ability to work in a high-pressured environment, effectively prioritize and track multiple tasks simultaneously to meet tight deadlines.
- Excellent communication (verbal and written) and interpersonal skills.
- Ability to work well independently and collaboratively in a team environment with minimum direct supervision.

- Sound judgment including the ability to deal with confidential information with utmost discretion.
- Exceptional client service skills with the aptitude to go above and beyond to get the job done.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.

At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Ruth Hawkins](#), Manager, Human Resources.