

## LITIGATION SUPPORT ASSISTANT (1 YEAR CONTRACT)

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montreal and Halifax. 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 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

We are currently seeking a Litigation Support Assistant to join our Litigation Technology Services (LTS) team. This position is responsible for providing administrative support for the department.

### KEY ACCOUNTABILITIES

- Responsible for electronic document linking and quality checking to ensure documents are legible and clear. Manipulating PDF files including splitting, combining and bookmarking documents, extracting, compressing and making documents text-searchable, and applying stamps.
- Provide billing/accounting support including submitting disbursements, reviewing and updating monthly billing summaries, identifying problematic dockets for correction, ensuring all relevant billing tables are consistent, processing invoices, updating revenue charts to reflect work completed/monthly fees and preparing monthly upload files for accounting purposes.
- Responsible for Sharefile requests including creating and encrypting zip files, and creating and maintaining shared portals for various external parties.
- Under guidance from the Manager, Litigation Service Delivery, administer and assign workrooms for all Litigation storage requests.
- Document all case related decisions including requests, tasks, work production and actions taken throughout the life of a matter.
- Under guidance from the Manager, Litigation Service Delivery, collaborate with LTS team and legal teams to develop and enhance workflows.
- Participate in training and projects and initiatives as required.

### ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in a related field, or equivalent experience to successfully complete the essential requirements of the role.
- Minimum 1-3 years' of previously related experience, preferably within a law firm or professional services firm.
- Proficient in MS Office product suite - which includes a strong working knowledge of Outlook, Excel and Word.
- Ability to learn new technology quickly and apply knowledge.
- Experience using an electronic document management system and litigation software (e.g. Relativity), considered an asset.

- Strong client service orientation combined with the ability to manage multiple projects/client needs at the same time.
- Excellent attention to detail and organizational skills with the ability to plan, prioritize and manage time effectively.
- Ability to work well independently and collaboratively within a team environment.
- Able to communicate effectively (both orally and in writing) to a broad range of audiences including lawyers, law clerks, legal support team and clients.
- Ability to establish and build trust-based working relationship with stakeholders.

**HOW TO APPLY:**

*Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting ([firmadminrecruiting@torys.com](mailto: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.*