

## LITIGATION SUPPORT SPECIALIST (1 YEAR CONTRACT)

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal 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 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

We are currently seeking a Litigation Support Specialist to join our Litigation Technology Services team. The Litigation Support Specialist will work with stakeholders (lawyers, law clerks and legal support) in the overall planning and management of litigation discovery projects. These projects include advising and/or assisting stakeholders (lawyers and law clerks) with identification, collection, processing, organization, review, and production of data/document collections.

### KEY ACCOUNTABILITIES

- Act as point of contact regarding database design, document review processes, electronic discovery and software needs.
- Advise stakeholders (lawyers, law clerks, legal support) regarding work priorities and progress reporting related to deliverables and financials.
- Responsible for documenting all case related decisions, requests, tasks, work production and actions taken throughout the life of a matter.
- Manage, monitor and maintain documents and electronic data in adherence with firm and client standards.
- Utilize a variety of litigation software (including Relativity) to provide user support and create deliverables.
- Participate in the training of legal support on the use of software applications and techniques.
- Perform electronic document processing including, data extraction, indexing, culling, keyword application, and file conversion and production/preparation of deliverables.
- Analyze, develop and perform quality control measures to ensure work product is error-free.
- Collaborate with technical team to develop and enhance workflows.
- Ensure tasks/matters are docketed daily.

### ATTRIBUTES & EXPERIENCE

- Working knowledge of litigation process with an emphasis on document production and electronic document management.
- Proficient with software currently used within the legal environment and the ability to quickly learn and understand new technology/software.
- Strong client service orientation combined with the ability to manage multiple projects/client needs at the same time.



- Ability to work under time pressures and to meet frequent and aggressive deadlines without follow-up.
- Strong project and time management, analytical and problem solving skills.
- Excellent attention to detail.
- Ability to work independently (with minimal supervision) 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 and clients.
- Ability to establish and build trust-based working relationship with stakeholders.

**HOW TO APPLY:**

*Interested candidates should forward their resume to Firm Admin Recruiting  
(<mailto:firmadminrecruiting.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.*