

## OFF-HOURS DOCUMENT SPECIALIST

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 an Off-Hours Document Specialist to join our Off-Hours Support team. This position requires an individual with strong technical skills and the ability to work in a fast-paced environment. The standard hours of work will be Monday to Friday, 4:30 p.m. to 11:30 p.m.

### KEY ACCOUNTABILITIES

- Provide timely and accurate document services support to legal professionals including document creation, revision and formatting, convert PDF's to Word documents, create and edit Excel charts and PowerPoint slides and create comparison documents.
- Respond to the document services email group inquiries and requests in a timely manner.
- Proofread documents and make necessary changes.
- Transcribe digital dictations.
- Monitor and redirect incoming faxes.
- Provide administrative support to legal professionals including docket entry, arranging courier packages, photocopying, printing, binding and scanning.
- Coordinate workflow and assignments with team members as required.

### ATTRIBUTES & EXPERIENCE

- Minimum 5 years' experience working as a legal assistant or document specialist within a law firm environment. Previous litigation experience is preferred.
- Strong knowledge of Word, Excel, PowerPoint along with exceptional document services skills.
- Exceptional attention to detail and proofreading abilities.
- Strong organizational and time management skills to effectively prioritize and meet deadlines with minimal supervision.
- Ability to work professionally and collaboratively within a team environment as well as independently.
- Excellent communication and interpersonal skills.

**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 [Jenny Tavares](#), Senior Manager, Human Resources.*