

SUPPORT ASSISTANT

Torlys 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 Torlys 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 Torlys, 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 Support Assistant to join our Legal Support Team. This position requires an individual with strong organizational skills and the ability to work in a fast-paced environment. The Support Assistant is responsible for providing routine administrative support to legal assistants and principals across the Toronto office (including visiting lawyers).

KEY ACCOUNTABILITIES

- Responsible for organizing, printing and scanning documents (i.e. download jobs from email or data sites, size, reproduce, sort, collate and finish).
- Complete a high volume of work accurately.
- Assist with electronic filing as per legal assistant/principal instructions and firm/practice group guidelines.
- Provide routine support to visiting lawyers which includes:
 - ensuring office supplies (pens, pencils, highlighters, paper, etc.) are available and equipment (computer, phone and printer) is in working order;
 - ensuring principals know who to contact for document support during and after hours; and
 - liaising with visiting lawyer's assistant to coordinate and confirm travel arrangements and requirements upon arrival.
- Maintain time tracker to record utilization and type of assignments.
- Prepare binders (i.e. Cerlox), closing folders and closing books.
- Assist with ad hoc duties as required (e.g. data entry).

ATTRIBUTES & EXPERIENCE

- Minimum 1+ years of previous related experience, preferably within a professional services firm (including working with photocopiers, scanners and binding equipment).
- Familiarity with MS Office Suite, and PDF creator and editor software programs such as Adobe Acrobat or Nuance Power PDF.
- Experience using an electronic document management system would be an asset.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Excellent organizational skills with the ability to plan, prioritize and manage time effectively.
- Ability to work well independently and collaboratively within a team environment.
- Excellent communication (verbal and written) and interpersonal skills.
- Exceptional attention to detail.
- Ability to follow instructions and standard work processes to perform routine tasks.
- Ability to quickly adapt and learn new technology.

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