

Fasken Martineau is a leading Canadian business law and litigation firm consistently ranked among the best law firms in Canada with national presence in Vancouver, Calgary, Toronto, Ottawa, Montreal, Quebec City and international presence in London, Paris and Johannesburg. We are currently recruiting for career-oriented, talented individuals to work as Legal Assistants in our Toronto office.

LEGAL ASSISTANTS

Do you thrive in a fast-paced work environment? Do you enjoy the challenge of producing quality legal documents? Are you looking for a career that offers professional and personal growth? If this sounds like you then we want you to join us!

Successful candidates will work in a team environment assisting with legal document production ensuring they consistently deliver quality service to meet the needs of our clients.

The ideal candidates will have a minimum of three years of law firm work experience in areas such as Business Law or Commercial Litigation.

You will possess a comprehensive understanding of legal documentation covering various areas of law, coupled with being a detail-oriented team player with strong interpersonal skills, excellent organizational and communication skills, both written and oral. Candidates will be highly proficient in Microsoft Word and Outlook. Working knowledge of Microsoft PowerPoint and Excel, as well as Hummingbird DMS is desirable. Candidates must have the ability to manage multiple tasks in a fast-paced and superior client service environment.

Hours of work are: Monday to Friday, 9:00 a.m. to 5:00 p.m.

Qualified candidates are asked to submit their application by e-mail to faskenhr@fasken.com. Please indicate the position you are applying for in your cover letter. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. No telephone calls, please.