



SPEIGEL NICHOLS FOX LLP

· BARRISTERS & SOLICITORS ·

WE HAVE AN IMMEDIATE EMPLOYMENT OPPORTUNITY:

Law Clerk - Litigation

Speigel Nichols Fox LLP is a Mississauga-based boutique commercial litigation law firm.

We are looking for an ambitious and tech-savvy individual to join our team.

We offer flex hours to accommodate family and personal responsibilities. We are proud to have been awarded the Mississauga Board of Trade's 2015 Business Awards of Excellence - Employer of the Year, and are delighted to have former Mayor Hazel McCallion as a business ambassador to our firm.

The ideal candidate should have the following experience and skills:

- knowledge of the *Rules of Civil Procedure*
- be a self-starter, an independent worker, and a team player
- possess a sense of humour while at all times remaining reliable, professional, and resourceful
- be proficient in Outlook, Word, Excel, and PC Law
- have a typing speed of not less than 60 wpm
- have a strong interest in, and experience with, new technologies for law practice
- membership in the Institute of Law Clerks of Ontario is not required

Primary responsibilities will include:

- prepare, compile, and arrange for service and filing court documents
- draft, proofread and revise correspondence
- assist lawyers in the preparation and coordination of hearings and trials
- managing files

IF YOU BELIEVE THAT YOU ARE THE RIGHT CANDIDATE FOR THE POSITION, please forward your resume with references and salary expectation to us at jeffrey@ontlaw.com. We will only contact those selected for interviews.

Please visit our website for more information at www.ontlaw.com