



SPEIGEL NICHOLS FOX LLP

· BARRISTERS & SOLICITORS ·

WHO WE ARE

Speigel Nichols Fox LLP is a Mississauga-based boutique commercial litigation law firm. We have expertise in business matters, commercial transactions, commercial real estate, tax and collections. We have been in business since 1976.

We are innovatively redefining the traditional legal model by providing legal services in a way that better aligns us with clients' interests. We are one of the first law firms in Canada to offer flat fee billing on all legal services.

Our lawyers and staff are exceptional. They have a positive attitude, an eagerness to learn, and a drive to succeed.

We recognize contribution, commitment, talent, and leadership. Employees who show these qualities are promoted. We believe in mentoring and training our people. We offer upward mobility.

We promote a positive workplace culture. Twice a year we close the office down to host a "Fun Day" with emphasis on outdoor activities. Our goal is to get to know our staff on a personal level outside of the work environment. We also offer flex hours to accommodate family and personal responsibilities, and many other initiatives that promote work-life balance.

Hazel McCallion, the former mayor of Mississauga, is a business ambassador with SNF.

We are very pleased that we are the winner of the Mississauga Board of Trade's 2015 Business Awards of Excellence - Employer of the Year. According to the Mississauga Board of Trade:

The Employer of the Year Award is awarded to a business in Mississauga that has consistently demonstrated exceptional commitment to engage, retain and develop employees. This organization creates a positive, fair and supportive environment for all employees.

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

WE HAVE 2 IMMEDIATE EMPLOYMENT OPPORTUNITIES AS FOLLOWS:

1. Senior Litigation Assistant/Law Clerk

The successful candidate will support two senior litigation associates.

The ideal candidate will have the following experience and skills:

- must have superior knowledge of the *Rules of Civil Procedure*

- must be a self-starter, an independent worker, a multi-tasker, and a team player
- possess a sense of humor 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

In addition to various other duties, the position requires preparation and drafting of the following documents:

- court pleadings, motion records, responding motion records, application records, responding application records, facta, book of authorities, bills of costs and costs outlines, orders and judgments, affidavits of documents, notices of examination, offers to settle, trial records, pre-trial conference memoranda;
- documents required for appeals including notices of appeal, appeal books, respondent's books, facta;
- documents required for *Construction Lien Act* matters; and,
- documents required for assessments under the *Solicitors Act*.

The position also requires liaising with process servers and possessing the knowledge to navigate the filing of court documents with ease.

2. Senior Real Estate Assistant/Law Clerk

The successful candidate will support our senior partners.

The ideal candidate will have the following experience and skills:

- superior knowledge of Teraview
- must be a self-starter, an independent worker, a multi-tasker, and a team player
- possess a sense of humor 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

In addition to various other duties, the position requires preparation and drafting of the following documents:

- documents required in real estate transactions (i.e. purchases, sales and refinances of residential and commercial properties)
- documents required in the collection of condominium expenses (i.e. preparing condominium liens, demands, documents required for enforcement of liens, including preparing notices of sale, statements of claim, judgments, writs of possession up to the ultimate eviction of unit owners)
- documents required in mortgage enforcement proceedings (i.e. preparing notices of sale, statements of claim, judgments, writs of possession up to the ultimate eviction of mortgagors)
- preparing various documents in Teraview

The position also requires:

- ordering various searches and registering various documents on Teraview
- dealing with debtors
- liaising with process servers and various Sheriff's offices

The following corporate law skills are not essential but would definitely be a plus:

- proficiency in FastCompany

- ability to incorporate and organize a corporation
- ability to complete annual resolutions and maintain minute books
- ability to review minute books, to identify deficiencies, and to correct deficiencies

IF YOU BELIEVE THAT YOU ARE THE RIGHT CANDIDATE FOR EITHER POSITION,

please forward your resume with references and salary expectation to us at rosea@ontlaw.com. We will only contact those who have been selected for an interview.