

## Legal Assistant (Corporate Law)

Serving Windsor-Essex since 1920, the McTague Law Firm LLP remains one of the most pre-eminent and established law firms in the area, providing a wide range of legal services to a broad range of clients. We pride ourselves on our client relationships and our ongoing involvement in our community, providing support and services to a number of partners, charities, and not-for-profits. Our team works hard to provide exceptional service, helping our clients to navigate an increasingly demanding and complex legal environment. As a result, our team members are consummate professionals, and we are proud of their contributions to our firm.

We are currently looking to add a **Legal Assistant** to our Corporate Law team.

**Job Type:** Full-time, Permanent

**Salary:** From \$22.20/hr, with starting wage determined by experience and qualifications.

### Key Requirements

- Legal experience in a Corporate and Business Law department.
- Law Clerk, Paralegal, or Legal Assistant Diploma preferred.
- A comprehensive understanding of legal terminology in a corporate law context.
- A high proficiency in MS Office (Outlook, Word, Excel) and Document Management software.
- Exceptional technical skills in file organization and documentation including: preparing, amending, editing, comparisons/track changes and database entry.
- Excellent communication skills, both written and verbal, including the ability to deal with clients and all levels of staff.
- High attention to detail and diligent proofreading skills.
- Ability to work efficiently in a busy office, independently and in a team environment, within tight timelines.

### Key Responsibilities

- Drafting and preparing documents, correspondence, and accounting related to files.
- Processing accounts, including entering/proofing dockets, preparing retainer letters, sending invoices, and following-up with clients.
- Maintaining minute books and using corporate software platforms.
- Coordinating meetings, preparing agendas, tracking documents and deadlines.
- Scheduling appointments and maintaining calendars.
- Handling incoming paper mail and email.
- Typing general correspondence and various legal documents from handwritten notes, phone, and oral instructions.
- Maintaining detailed filing system (electronic and physical).

### What We Offer

- Competitive compensation package based on years of service entering the firm, including health and dental benefits, and an RRSP matching program.

- Paid time off including three (3) weeks' vacation minimum and ten (10) personal/sick days.
- Use of advanced and forward-looking technology.
- The ability to work on a diverse range of files with a multitude of clients.

Qualified candidates are asked to submit their application to [resume@mctague.law](mailto:resume@mctague.law).

Please visit [www.mctague.law](http://www.mctague.law) for more information about our firm.

Applicants who require accessibility accommodations during the recruitment process are encouraged to notify us so that appropriate arrangements can be made. Accommodations are available on request for all stages of the selection process.

*We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted.*