

JUNIOR LAW CLERK

RAR Litigation Lawyers is seeking a junior Law Clerk to join its civil litigation and construction litigation practice in Oakville.

The ideal candidate will possess a Law Clerk Diploma, excellent attention to detail, proficiency with organizing and assimilating information on very document-intensive files and must be able to work collaboratively within a tight-knit team.

Duties will include:

- Initial drafting or assisting with drafting pleadings, affidavits, forms and other documents
- Preparing trial, settlement or other briefs
- Maintaining fact management and other litigation support software systems, for example CaseMap
- Diarizing and monitoring deadlines for multiple files
- Providing support to lawyers for trial, settlement conferences, mediations or other file activities
- Providing administrative support, including binding, scanning and scheduling meetings
- Other duties as assigned

Skills required:

- Professional communication skills, both oral and written.
- Strong organizational skills and ability to pay attention to detail under pressure.
- Proficient in Microsoft Office.
- Ability to multitask, establish priorities, work independently, and proceed with objectives under minimal supervision.

Interested candidates should email their CVs to careers@rarlitigation.com.

We thank all applicants for their interest in this position. Only candidates selected to move forward in the hiring process will be contacted.

