



Giesbrecht, Griffin, Funk & Irvine LLP

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Giesbrecht, Griffin, Funk & Irvine LLP (“GGFI Law”) a growing law firm based in Kitchener is seeking a litigation law clerk with experience to join our litigation department.

Duties include:

- New client screening
- Triaging and responding appropriately to incoming correspondence
- Client communication
- Scheduling (client meetings, discoveries, client assessments, mediations, trials, etc.)
- Organizing and maintaining litigation files and motion materials
- Document production including Affidavits of Documents, summaries of productions and discovery briefs
- Reviewing and summarizing transcripts of examinations, managing undertaking and refusals
- Preparing bills of costs and costs outlines
- Clerical tasks (digital file organization, scanning, binding, etc.)

Required background, knowledge and skills:

- Excellent organizational skills
- Ability to process a high volume of documentation with excellent attention to detail
- Excellent computer skills including proficiency with ACL, PCLaw and the entire MS Office Suite
- Previous experience in a law clerk or legal assistant position
- Ability to effectively prioritize and manage a large number of time-sensitive tasks
- Ability to creatively problem-solve and independently determine how best to complete assigned tasks

We offer competitive compensation and benefits.

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted. Please e-mail your resume to GGFI Law to the attention of Cidalia Sousa csousa@ggfilw.com or fax to 519-57-8745.