

# LINDS & ASSOCIATES LTD.

Legal Support Recruitment Specialists

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**DOCUMENT SPECIALIST  
DOWNTOWN TORONTO  
STEPS FROM UNION/GO STATION  
SALARY TO MID 60'S + BENEFITS!!**

TWO ROLES AVAILABLE !!!

1 - FULL TIME - 12 noon – 10 PM – MONDAY TO THURSDAY

2 - FOUR MONTH CONTRACT - 8PM - 6AM – MONDAY TO THURSDAY

Our client, an international law firm located in the core of downtown Toronto is in need of two document specialists!!

The first role is a full time permanent position working Monday to Thursday from 12 noon to 10 pm.

The second role is a four month contract working Monday to Thursday 8pm – 6 am.

**Responsibilities of this role include:**

Creating, revising and transcribing various legal documents, including agreements, prospectuses, information circulars, statements of claim, memos and letters,

Assist with advanced document processing tasks such as mail merges, presentations, org charts, tables, graphs and Excel spreadsheets,

Assist with document conversions and troubleshooting complex document processing issues, copy typing, scanning and date entry.

**Qualifications:**

A Legal Administrative Assistant Diploma from a recognized college preferred and at least five years of experience as a legal administrative assistant or Document Specialist. Superior proficiency with MS Word, Outlook, Adobe Acrobat, PowerPoint and Excel with an aptitude for learning and using new software. Experience working in several areas of law, including Business Law, Corporate Securities, Litigation and Real Estate. Excellent proofreading abilities, excellent grammar and spelling and an enthusiastic attitude are also required

Interested candidates should apply in confidence to: Sharyn Linds, Linds & Associates Ltd. at [slinds@lindsassociates.com](mailto:slinds@lindsassociates.com)

Nominated a Top Legal Support Recruitment Firm by Canadian Lawyer 2017

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If interested in applying for this position, please visit our website and upload your resume at [www.lindsassociates.com/candidates](http://www.lindsassociates.com/candidates).