

LINDS & ASSOCIATES LTD.

Legal Support Recruitment Specialists

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CORPORATE SECURITIES LEGAL ASSISTANT

DOWNTOWN TORONTO

STEPS TO UNION/GO STATION

Our client, an international law firm located in downtown Toronto is currently seeking a Senior Legal Administrative Assistant to join its fast paced team. As an integral member of the Legal Administrative Assistant team, the incumbent will provide support to professionals within the Business Law group, focusing on Corporate Securities.

RESPONSIBILITIES

Key responsibilities include but are not limited to the following:

- Preparing, drafting and revising correspondence, agreements and other documents for securities compliance and transactional work
- Assist in preparing for closings
- Prepare accounts and manage pre-bills, and have a strong working proficiency with all accounting and billing procedures
- Possess the ability to handle more than one professional and to undertake additional responsibilities as required within the share and team
- Taking instructions, prioritizing incoming work, following through on assignments and managing ongoing tasks
- Opening and closing files
- Undertake additional responsibilities as required within the share and team

QUALIFICATIONS

Specific qualifications required for the position:

- Legal Administrative Assistant Diploma from a recognized college preferred
- At least 5 years of experience as a legal administrative assistant in Corporate Securities
- Familiarity with SEDAR and SEDI would be preferred
- Must possess strong attention to detail and exceptional proofreading skills
- Ability to communicate in a professional, efficient manner with clients and external contacts as well as internally throughout the firm
- Excellent oral and written communication skills, including a strong knowledge of grammar and exceptional spelling and proofreading abilities
- Ability to take instructions, prioritize incoming work, follow through on assignments and manage ongoing tasks
- Highly organized, team player with the ability to work under pressure, deal with changing priorities and meet strict deadlines

Excellent proficiency with MS Word, Outlook, Hummingbird DM, PowerPoint, Excel, Interaction and Carpe Diem

Interested candidates should apply in confidence to slinds@lindsassociates.com

If interested in applying for this position, please visit our website and upload your resume at www.lindsassociates.com/candidates.