

**Grosman Gale Fletcher Hopkins LLP**, one of Canada's pre-eminent firms practicing exclusively in employment and labour / human resources law, acting on behalf of both employers and employees.

We are currently seeking a **Legal Assistant** with at least 4 years of legal support experience.

**Responsibilities:**

- Provide legal administrative support within employment & labour law practice;
- Manage calendars, deadlines, and docketing;
- Liaise with clients and lawyers to coordinate meetings;
- Prepare correspondence and legal documents;
- Open/ close / maintain legal files; and
- Other legal administrative duties as needed.

**Requirements:**

- 4+ years of legal support experience;
- Previous experience in employment and labour law would be a strong asset;
- Positive, flexible, enthusiastic attitude;
- Excellent communication, interpersonal, and time management skills;
- Strong calendar management abilities and proficiency with MS Office

Please submit your resume and cover letter outlining your salary expectations and suitability for this position, including the requirements set out above: Rathika Thayalan - rthayalan@grosman.com>

Please note, only suitable candidates who meet our experience and skill set requirements will be contacted.

Job Types: Full-time, Permanent

**Benefits:**

- Dental care
- Extended health care
- Paid time off

**Great firm with friendly lawyers and interesting cases!**

- Opportunity to learn labour & employment law - they are willing to train you in this area!
- Excellent benefits package!
- Offices in a convenient Toronto location!