

Pallett Valo LLP is the largest and one of the most respected law firms in Peel Region. We are a full service law firm providing businesses with legal services in Business Law, Commercial Litigation, Commercial Real Estate, Construction, Insolvency & Corporate Restructuring, Employment & Labour and Wills, Estates & Trusts. The strength and talent of our people allow us to provide outstanding service to our clients. At Pallett Valo establishing a solid relationship built on trust with our employees, customers and the community is at the forefront. Our values of Excellence, Integrity and Respect are woven into the fabric of who we want to be as an organization to our employees and in how we service our clients.

Senior Legal Administrator – Construction Group

We are looking for an exceptional **Senior Legal Administrator** for our Mississauga office.

Reporting to the Construction Group Practice Head, this position is responsible for providing legal and administrative support for the lawyers and clerks in the Construction Law Group.

The successful candidate must have a minimum of 5 years of recent general commercial litigation with experience in construction law. Proven ability in the following areas is also required:

- the ability to draft and transcribe litigation materials, including construction liens
- excellent proof reading and grammar is expected
- knowledge of ACL3, Summation, CSRS and Teranet Express (Teraview) preferred
- knowledge of Word and Excel is preferred

Superior attention to detail, strong organizational skills, and a mature work ethic are important, as is a customer service focus and the ability to multi-task in a fast paced work environment.

If you are interested in the opportunity to join a successful, dynamic and growing organization, please forward your resume to:

Attention: Gerry Holmes

gholmes@pallettvalo.com

Pallett Valo LLP
77 City Centre Drive
Suite 300
Mississauga, ON L5B 1M5

We thank all applicants for their interest, due to the high volume of applicants we receive, we are unable to respond to queries individually and only those selected for an interview will be contacted. No agencies please.

Pallett Valo LLP is an equal opportunity employer. Should you require any accommodation during the application process, please let us know.