

# Senior Legal Administrator – Corporate Law

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77 City Centre Drive, West Tower, Suite 300, Mississauga, Ontario L5B 1M5 • 1.800.323.3781 • [www.pallettvalo.com](http://www.pallettvalo.com)

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## Job Description:

Responsible for performing full secretarial functions for corporate lawyers, in accordance with lawyer's instructions and general office policies and precedents. Reports to lawyer(s), student(s), clerk(s) and/or Supervisor/Manager.

## Job Duties and Responsibilities:

- Performs full legal administrative work of a responsible and confidential nature for one or more individuals.
- Organizes and expedites the flow of work through the principal's office, initiating follow-up action.
- Prepares legal documents with little or no direction, according to general precedents.
- Acts as liaison between principal and various internal and external individuals, groups and clients at all levels.
- Routes or answers routine correspondence not requiring the principal's attention and initiates follow-up action as required.
- Takes and transcribes dictation of highly technical and/or confidential nature with minimal error.
- Prepares special reports including gathering and summarizing data.
- Exercises initiative and judgment to relieve principal of administrative detail.
- Open and close files, in accordance with office policies and procedures.
- Order and follow up on searches such as PPSA, bankruptcy, fiche.
- Organize and maintain files.
- Coordinate delivery of work to clients.
- Communicate with clients to obtain and deliver information.
- Handle or assist with commercial transactions.
- Set up meetings with clients, partners, etc.
- Assist other firm members as may be required.

**Use of Technology:** Proficient in using specific software related to job functions, including Windows, Word, ProLaw, Outlook and view features of Emergent.

**Education:** Completion of a Legal Secretarial program and working towards a Law Clerk designation.

**Experience:** 5 – 7 years of related experience or a combination of the above.

**Special Requirements:** Must be able to lift 25 lbs or less.

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

**Attention:**

Gerry Holmes  
Office/Human Resources Manager  
[gholmes@pallettvalo.com](mailto:gholmes@pallettvalo.com)

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 is committed to creating an inclusive and welcoming workplace for all individuals. Should you require any accommodation during the application, interview or onboarding processes, please contact Human Resources. Pallett Valo LLP will consult with the person making the request in determining the best accommodation, accessible format or communication support that can be provided.*

*We believe in equal opportunity and we are committed to meeting the needs of all individuals including individuals with disabilities, by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.*

**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.**