

Senior Legal Administrator – Litigation

77 City Centre Drive, West Tower, Suite 300, Mississauga, Ontario L5B 1M5 • 1.800.323.3781 • www.pallettvalo.com

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

This position is responsible for providing legal and administrative support for the lawyers and clerks in our Litigation Group.

The successful candidate must have a minimum of 5 years of recent general commercial litigation experience. Construction law experience is an asset. 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 ACL, Casemap, and Teranet Express (Teraview) is preferred
- experience with Microsoft Office (Word, Excel) is required
- experience with a Document Management System 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 email to:

Attention:

Gerry Holmes

Office/Human Resources Manager

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.