

Commerical Litigation Law Clerk (Toronto)

Alexander Holburn Beaudin + Lang LLP is a leading Vancouver-based Canadian firm dedicated to providing a full range of business, litigation, and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking a **Commercial Litigation Law Clerk** with solid work experience and educational background to join our team. Candidates must be able to work well both independently and within a team environment. If you are an organized, detail-oriented individual who demonstrates strong communication skills and professionalism while working with both staff and clients, we want to hear from you.

Qualifications:

- A Paralegal certificate or diploma from a recognized institution.
- Minimum of 5 years' Paralegal experience working in commercial litigation or insurance defence.
- Ability and confidence to run a file with minimal supervision.
- The ability to draft a variety of court documents such as Pleadings, Responses to Civil Claim, Third Party Notices, Bills of Costs, Notices of Motion, Affidavits, Lists of Documents, etc.
- The ability to prepare legal briefs and substantive objection letters.
- The ability to organize and track large litigation files and associated deadlines.
- The ability to obtain background/factual information and the ability to perform legal research.
- Work with the eDiscovery team in Vancouver to review documents in our electronic database (Relativity).
- Ability to interact and liaise with clients efficiently and effectively.
- Excellent grammar, spelling and proofreading skills.
- The ability to prioritize work and meet tight deadlines.
- Knowledge of iManage and Elite would be considered an asset.

Diversity + Inclusion

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

Salary Range:

A competitive salary and benefits package are offered, along with a matching RRSP Program after 2 years of employment with the firm.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hrinfo@ahbl.ca.