

LAW CLERK – INSURANCE DEFENCE

Alexander Holburn Beaudin + Lang LLP is a leading 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 Law Clerk with strong work experience and educational background to join our Toronto team. If you are an organized, detail-oriented professional who demonstrates excellent communication skills and professionalism when working with both staff and clients, we want to hear from you!

This position is full-time working Monday to Friday, 35 hours per week, with flexible work from home arrangements. The candidate must be available to work in the Toronto office for a minimum of two (2) days per week.

Responsibilities:

- Drafting, finalizing, and filing pleadings and motion materials.
- Preparing Affidavits of Documents.
- Preparing for examinations for discovery, applications, and trial.
- Arranging court filings and applications.
- Reviewing, summarizing, and organizing documents.
- Communicating with clients and experts in a professional and timely manner.
- Conducting factual background research as required.
- Providing general file management and other duties as assigned.

Qualifications:

- A Law Clerk certificate or diploma from a recognized institution.
- Minimum of five (5) years of Law Clerk experience, preferably within professional liability, insurance defence, and/or construction litigation matters.
- Exceptional technical skills and ability to navigate Microsoft Office, iManage, Elite 3E, and Relativity.
- Confident in running a litigation file with minimal supervision.
- Excellent grammar, spelling, and proofreading skills.
- Ability to prioritize work and meet tight deadlines in a voluminous practice.

Compensation:

Alexander Holburn offers a competitive salary ranging from \$70,000 to \$90,000. We also offer a variety of benefits, including:

- An excellent health and dental plan, Employee Assistance Program (EAP), and a matching RRSP Program after one year of employment with the firm.



- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year.
- Paid maternity/parental leave top-up.
- Lifestyle Benefit: a fitness and health spending account.
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

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