

Are you an experienced Family Law Clerk looking for a new venture at a thriving, well established, technologically advanced law firm? If so, then Galbraith Family Law (GFL) would like to hear from you! We are presently recruiting our next great team member to fill an immediate **full-time Family Law Clerk vacancy at our Newmarket office.**

What We Require: A minimum of two years' current experience working directly in family law as a Law Clerk and must be well versed with the following:

- Using legal practise management software to docket time, schedule appointments and diarize tasks;
- Open matters and create documents such as Briefs, Financial Statements and Affidavits using DivorceMate;
- Utilizing all Microsoft Office products and Adobe;
- Drafting correspondence;
- A strong working knowledge of the *Family Law Rules* and family court processes, including experience working with CaseLines;
- File management skills, a high level of organization, the ability to multi-task and prioritize work;
- A positive attitude and a willingness to embrace and learn new technology.

What We Can Provide:

- A competitive salary with the opportunity to participate in generous monthly bonus offerings to increase earning potential;
- Hybrid work model, with in-office and home office days each week;
- Participation in a Health and Wellness Plan;
- Firm wide yearly holiday shutdown at the end of December;
- Paid personal days;
- Support of a Lead Law Clerk and a team of 6 additional Law Clerks to help manage workload and to share experiences and expertise;
- An environment that supports continuous learning of new technology and expanding one's skillset;
- A commitment to providing a culture of respect, support, and equality.

How to Apply:

Submit **both** your cover letter and resume via email to Janine Lee, Janine@GalbraithFamilyLaw.com

GFL values diversity. We are an equal opportunity employer and consider applicants for all positions without regard to race, colour, creed, religion, ancestry, national origin, age, gender identity, sex, marital status, sexual orientation, physical or mental disability, use of a guide dog or service animal, military/veteran status, citizenship status, basis of genetic information, or any other group protected by law. People with disabilities who need a reasonable accommodation to apply or compete for a position at GFL, may request such accommodation(s) by sending an email to Janine@GalbraithFamilyLaw.com.