

MacDonald Associates pc is a dynamic and well-respected Richmond Hill firm specializing in commercial, construction and employment litigation.

We are seeking a motivated, personable individual to join our team as a law clerk. We offer superior compensation and the lifestyle advantages of a smaller community.

Responsibilities:

- Preparing, drafting and revising correspondence, litigation documents and other documentation, and assisting with preparations for trial, examinations for discovery and other litigation tasks, as required.
- Scheduling meetings, telephone calls and court-related proceedings.
- Communicating in a professional, efficient manner with clients and external contacts.
- Other duties, as assigned.

Qualifications:

- Must be a graduate of a recognized law clerk program.
- 3+ years of experience as a law clerk, with proficient experience and knowledge of commercial, construction and employment litigation.
- Superb grasp of the civil litigation process, including the **Rules of Civil Procedure**.
- Exceptional proficiency with Word, Excel, Adobe and Outlook.
- Proficiency with CaseLines.
- Proven experience in a similar clerk role.

Attributes:

- Ability to produce high quality work while working under strict timelines and Court limitation periods.
- Superior attention to detail and organizational skills.
- Excellent verbal and written communication skills.
- Self-motivated; able to work independently.

Interested candidates are invited to submit their cover letter and resume to Jamie Sanderson (jsanderson@maclawyers.ca) and Jason Allingham (jallingham@maclawyers.ca).