

- Position:** Legal Assistant
- Location:** Hybrid (Toronto)
- Deadline for Applications:** Accepting applications on a rolling basis.
- Annual Salary Range:** Salary is commensurate with experience.

## Overview

Landings LLP is a full-service Refugee and Immigration Law firm. It was named one of the top law firms in Canada by the Globe and Mail. Landings LLP represents individuals seeking refugee protection, temporary and permanent immigration status in Canada and Canadian citizenship. We also assist individuals and their families when problems arise with their immigration status. In addition, we act for non-government organizations who want legal advice, and we challenge unjust laws and government actions through constitutional litigation. We are often involved in high-profile cases and regularly appear before the Immigration and Refugee Board and all levels of Court, including the Supreme Court of Canada.

We are looking for a legal assistant to join our growing team.

## Position overview: Legal Assistant

1. Assist with client work and legal case work;
2. Liaise with clients, courts, tribunals;
3. Maintain administrative systems; and
4. Streamline processes.

## The ideal candidate

You are well-organized, articulate, and thrives in a fast-paced environment. You are compassionate, patient, and empathetic. You can work with people whose first language may not be English, individuals who have experienced trauma or who may have mental health concerns. A demonstrated interest in working with refugees and migrants is an asset.

You are detail-oriented and a quick learner. You are a team player and enjoy working collaboratively. You are proactive and follow through on tasks. You know that providing excellent legal services requires clear communication and an organized and efficient office. You have experience with Microsoft Office, Adobe, and can efficiently learn to use new programs.

Experience or training as a law clerk, legal assistant or administrator, and a high comfort with using technology, are assets.

## Responsibilities and tasks include:

- Support lawyer(s) with client work, case preparation and special projects
- Manage evidence disclosure and other documentation packages
- Draft correspondence

- File materials with tribunals and courts
- Draft invoices
- Calendarize deadlines and follow-ups
- File maintenance and review
- Work with clients on forms and tracking client documents
- Work with the firm's administrative team to design and improve firm systems
- Assist with other firm-wide tasks as needed

**Landings LLP will consider applications on a rolling basis. Please send your resume and cover letter to [info@landingslaw.com](mailto:info@landingslaw.com). Only applicants who are offered interviews will be contacted.**