



Legal Assistant

AUM Law primarily represents asset and portfolio managers, including investment dealers, pooled fund managers, hedge funds, private companies, publicly listed entities and investors. We are a dedicated team of professionals working together in a fast-paced industry. Join our team and be part of making a difference. We currently have an opening for a Legal Assistant:

The successful candidate will be responsible for:

- Providing administrative support to several lawyers
- Formatting and revising legal documents and complicated agreements
- Revising material contracts and offering documents as per lawyer markups
- Managing the docketing of time entries
- Preparing legal letters
- Saving documents and emails in the firm's document management system
- Running blacklines and converting Word documents into PDFs
- Creating client files in accordance with firm procedures
- Scheduling meetings with clients and assisting in managing lawyers' calendars
- Providing rotational reception/Office clerical relief duties

As a qualified candidate you possess:

- 2 to 5 years of legal assistant experience at a law firm or in-house legal department
- Proficient in MS Office (Word, Excel, Outlook and Powerpoint)
- Experience with WorldDox or similar document management system
- Working knowledge of Foxit PDF and PC Law are an asset
- Excellent organization and time management skills
- A self-starter and team player with a professional manner
- Ability to meet tight deadlines while balancing different priorities
- Excellent verbal and written communication skills
- Strong attention to detail
- Excellent interpersonal and communication skills
- Experience in and/or exposure to investment funds or corporate finance work would be an asset

AUM Law offers an exciting and challenging work environment, a competitive base salary, performance-based bonuses, excellent benefits, recognition for your accomplishments, and opportunities for personal and professional growth. AUM Law is an equal opportunity employer and is committed to providing employment accommodations in accordance with the Ontario Human Rights Code and the Accessibility of Ontarians with Disabilities Act. Please advise us if you require an accommodation.

To Apply: Interested applicants are asked to submit their resume to HR@AUMLaw.com quoting Job #AUM-A17. No telephone calls please. We thank all applicants however only those selected for an interview will be contacted.

Please note that your resume will be forwarded to a 3rd party HR resource for screening. Your resume will be kept in strict confidence and only will be screened for this specific position and firm.