



Paralegal – Permanent Full Time Position

Barriston Law's dedicated and experienced legal professionals are one of Central Ontario's most recognized and collaborative groups of trusted advisors. With a longstanding and active presence in the communities we serve, our full-service firm provides a broad range of legal services and expert counsel in multiple areas. Discover how becoming part of our team can help you provide clients with the peace of mind they deserve.

This is a full time position. Hours are Monday to Friday 9:00am to 5:00pm.

The successful candidate will have a strong work ethic, pay keen attention to detail and have a clear understanding of the value in providing excellent client service. Working in a team environment within our Litigation Department you will provide assistance to our Litigation Department.

Responsibilities include:

- Paralegal Licence from Law Society Ontario (P1)
- Minimum 3 years' experience
- Location: Primarily Collingwood office, with ability to attend at all offices
- Able to travel – Barrie, Orillia, Bracebridge, Newmarket, Huntsville & Collingwood
- Experience in Small Claims Court, Landlord & Tenant, Provincial Court, Human Rights Tribunal, Collections, Breach of Contract, Employment Law and Construction Liens

Business Development skills will be an asset.

The ideal candidate will have 3+ years' experience as a Paralegal. Exemplary client service and excellent verbal and written communication skills. Ability to be proactive and take initiative, prioritize and multitask. Flexible, team player. Demonstrate good judgment in challenging situations.

Please apply, including resume, cover letter and references to hr@barristonlaw.com .

Barriston welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Closing Date: February 28, 2019

No telephone calls or agencies please. We appreciate your interest in this position, however only successful candidates will be contacted