



CORPORATE ASSOCIATE, LSC HALIFAX

POSITION OVERVIEW & KEY ACCOUNTABILITIES

Torys' Legal Services Centre (LSC) in Halifax is looking for an associate to join our Team. This is a unique role collaborating with the due diligence review and contract review teams. Your work will be focused on supporting dedicated client teams to carry out due diligence and contract review, including:

- gathering, organizing, and reviewing relevant documents.
- negotiating contracts in compliance with client templates, tip sheets or other requirements, and conferring with clients on escalations;
- liaising with deal teams on diligence, flagging material issues, and conducting follow-up requests;
- liaising with corporate law clerks/paralegals to conduct appropriate searches;
- drafting legal documents, preparing, assembling, maintaining and/or updating due diligence reports, trackers, summary charts and other deliverables; and
- working with other LSC lawyers and Torys' Knowledge and Innovation team to improve project management and processes such as templates, guides and checklists and developing new processes/efficiencies.

We are seeking someone who:

- views process and efficiency improvements as an important part of client service and enjoys finding new and improved ways to complete complex, volume, recurring legal work;
- is excited to apply technology and automation in a legal setting in furtherance of client needs and team goals;
- wants to engage in important work for a specialized team in an open concept and collaborative setting;
- has a willingness to learn and develop and has a strong sense of initiative and personal accountability;
- is able to work flexible hours when required to meet client demands;
- lives in the Halifax area and is prepared to work in the office four days a week;
- has a superior eye for detail, can readily spot inconsistencies or errors;
- exercises excellent judgment, time management and organization, has superior communication skills, exhibits professionalism in all aspects of their practice.

This is a non-partnership track long-term career role, ideal for a lawyer who prefers to focus on practising law. You will not have to devote time to marketing or client development, managing client accounts, or overseeing billing.

The LSC is Torys' hub for high-volume and recurring legal work. We use technology, tools and processes to help our clients meet their goals efficiently and cost-effectively. Located in downtown Halifax, the LSC offers a hybrid work arrangement with four days in the office, and competitive compensation without business development requirements. Our bright, open concept office space allows for collaboration among team members. At the LSC, we are focused on working differently – this is your chance to be a part of cutting-edge legal process development and innovation hub.

Salary Range: \$85,000 to \$165,000 annually

SKILLS & EXPERIENCE

The ideal candidate will:

- have at least one or two year(s) of experience as a corporate associate and be in good standing with the Law Society of Ontario or the Nova Scotia Barristers' Society;
- have strong legal writing skills and exceptional attention to detail;
- have superior client service skills and strong communication skills, including the ability to communicate with tact and diplomacy to develop/maintain good working relationships across a wide array of internal and external clients;
- be highly organized, self-motivated and proactive; eager to take ownership of projects and able to advance work independently;
- be team-oriented with a willingness to collaborate, and exceptional interpersonal skills;
- have a strong work ethic, a positive attitude and a commitment to shared success;
- have the ability to deal easily with ambiguity and change, including changing priorities, timelines, technologies and processes;
- have the ability to work in fast-paced environment and manage multiple hard deadlines;
- have excellent judgment and the ability to embrace new challenges and focus on continuing professional development; and
- have strong knowledge of Microsoft Office and other Microsoft applications, along with experience working in a document management system and using a time entry billing system.

The ability to read and write French would be considered an asset.

∞ ***We will provide the training and support you need to succeed in this role.*** ∞

If this describes you – or someone you know – we'd love to hear from you – or them!

HOW TO APPLY

Interested candidates should forward their resume in confidence to Kimberly Sheldrake-Head, Director, Legal Talent Operations at ksheldrake@torys.com.

At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require immediate accommodation at any time during the recruitment process, please contact Kim Sheldrake-Head.