



LITTLEJOHN
BARRISTERS
PERSONAL INJURY LAWYERS

Robert H. Littlejohn, B.A., LL.B., C.S.*
*Certified Specialist in Civil Litigation

Pamela A. Rowatt, B.E.S., LL.B.
Ryan J. Hurst, B.B.A., J.D.
Joshua J. Bradley, B.F.A., J.D.

Receptionist/Legal Assistant/Entry Level Law Clerk

Littlejohn Barristers Personal Injury Law Firm is looking to hire a Receptionist/Legal Assistant/Entry Level Law Clerk for an exciting opportunity to work in a growing law firm with plenty of room for development and learning. We take great pride in providing a solid work-life balance and strive to promote from within.

Our firm's practice is restricted to handling only serious personal injury lawsuits, including motor vehicle accidents, occupier's liability, and long-term disability claims.

The successful candidate(s) will be responsible for incoming and outgoing mail, organizing documents, scheduling appointments, answering phones and may be required to leave the office to deliver or pick up documents. The ideal candidate(s) will have a strong attention to detail, organizational skills, ability to work well independently and as the member of a team, and desire for a high level of responsibility in a fast-paced environment.

A Law Clerk or Legal Assistant Diploma from a recognized Community College is required. We will offer a competitive salary that is above average in this community to the right candidate.

A valid Ontario Driver's Licence, current automobile insurance, and access to a reliable vehicle on a daily basis will be required as the successful candidate(s) may be requested to attend at the Court House or other locations on very short notice.

Please submit a cover letter and résumé via email, by fax, or in person to:

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126 Wellington Street West, Suite 301
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Tel: 705-725-7355
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Email: service@littlejohnbarristers.com

We thank all applicants for their interest but only those selected for an interview will be contacted.