

Job Title: Senior Law Clerk

Job Type: Permanent, full-time

Division: Bennington

Reporting to: Senior Legal Counsel

Summary:

Reporting primarily to Senior Legal Counsel in conjunction with General Counsel, the Senior Law Clerk is responsible for providing legal support to the Legal team at Bennington, including, among other things, assisting the Legal Team in diverse litigation activities.

Key Responsibilities:

- Reviewing, analysing and summarizing litigation files
- Prosecution of Small Claims Court actions and assisting in the prosecution of Superior Court actions
- Providing instruction/guidance to external counsel
- Determining PPSA priorities
- Negotiating settlements, including in large collection/litigation matters
- Enforcement of Court judgments/orders
- Correspondence and communication with respect to the above mentioned duties
- Relevant administrative tasks within the Legal Team
- Other related duties as requested by General Counsel and Senior Counsel

The successful candidate will be given considerable responsibility after receiving meaningful training from experienced staff and exhibiting the requisite skills and judgment. This will include primary carriage of legal files under the ultimate supervision of counsel. The position requires the ability to work independently and receive instructions from the Senior Legal Team.

Requirements:

The successful candidate must be organized, accurate and detail oriented. Strong written and oral communication skills are required and proficiency in Microsoft Office (specifically Word and Excel) is essential.

Qualifications:

- A college diploma/certificate in a Law Clerk program is preferred
- 8+ years of work experience as a Law Clerk
- Bilingualism in English and French is considered an asset
- Knowledge of the leasing or finance industry is also considered an asset.