

Associate Immigration Lawyer

We are seeking an Associate Immigration Lawyer to join our team of dynamic, diverse and experienced immigration professionals. This individual will be responsible for managing client relationships and files in a high-volume, fast-paced environment. The ability to lead a team, manage one's time effectively, balance competing priorities, and maintain a continuous focus on business development are key to one's success in this role.

TASKS

(40%) – File Management

- Manage all aspects of litigation: preparation of witnesses, drafting of submissions and legal memoranda and attendance at Federal Court and the Immigration and Refugee Board
- Manage all aspects of non-litigation solicitor-based files

(45%) – Client Communication

- Manage client files including providing on-going advice and communication to clients in person, via e-mail and telephone
*Client intake including meeting with client and assessing the merits of their file

(15%) – Research and Administration

- Ongoing legal research and review of departmental procedures, and communication including providing direction and support to Administrative staff within the Firm
- Administrative duties including client file review, analysis and ongoing communication with internal Partners, Associates and external resources (e.g., Service Canada and Citizenship and Immigration Canada)

ENVIRONMENT AND PACE

- Extremely fast-paced, high volume environment
- Associates are given significant responsibilities early on and have a fair bit of autonomy in dealing with files and clients with support from Partners, Administrative staff and other Associates
- Pace is set by the clients and the nature of their various cases, and due to the high pressure, sensitive nature of the job, there is limited room for error

SKILLS AND KNOWLEDGE

- Bachelor of Laws (LL.B.) or Doctor of Jurisprudence (J.D.) Degree is required
- Two to three years' experience in Immigration Law is a requirement
- Exceptional written and oral communication skills
- Able to work in a fast-paced environment as part of a larger team or independently, where required
- Demonstrates a sense of urgency to get things done quickly
- Works well under pressure and deadlines
- Conscientious and co-operative
- Detail-oriented
- Able to work in a team
- Able to maintain a balance between being sociable and analytical

To apply, please forward your cover letter and resume to hr@gands.com. **Please do not contact the Firm directly. No agencies please.**

Green and Spiegel LLP is committed to building a diverse workforce representative of the communities we serve. We are proud to be in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* and the *Integrated Accessibility Standards Regulation*. Accommodation will be provided in all parts of the recruitment and assessment (if applicable) process as required under Green and Spiegel LLP' Accessibility policies and procedures. Applicants must make their accommodation needs known upon requests for interviews.