



Deeply rooted in Kingston and its communities, we strive to develop and nurture long-term relationships that enhance our clients' success. Our lawyers and legal support staff from all practice groups work as a team in a manner that best serves the client. Simply put, if our clients succeed, then we succeed.

We have an exciting opportunity for a professional Legal Assistant to be part of this success. Ideal candidates will have a Legal Administration/Law Clerk Diploma or the equivalent, exceptional computer skills, and some law firm experience in the areas of Labour and Employment Law. If you are a person committed to excellence in client relationships, who has a passion for what you do and loves to contribute to a team, we want to hear from you.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. During the hiring process, accommodation is provided to job applicants when they are selected for an interview. If an applicant or successful candidate requests an accommodation, we will discuss needs and make adjustments to support those needs.

We offer an excellent compensation package including benefits and opportunities for movement in the Firm. Interested candidates should submit their resume by **December 4 2017** in confidence to:

Lorna Wilson  
Human Resources Specialist  
Smith Robinson Building,  
Suite 300 – 27 Princess Street,  
Kingston, ON K7L 1A3.  
Email: [lwilson@cswan.com](mailto:lwilson@cswan.com)