JOB DESCRIPTION

| **TITLE** | ENTRY-LEVEL ASSOCIATE LAWYER |
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| **Reports To:**  | [ INSERT NAME, TITLE]  |

**Job Purpose**

The Entry-Level Associate Lawyer at [organization name] is responsible for providing legal advice and representation in matters of corporate and commercial law, technology law, and privacy law. This role involves working closely with clients to understand their legal needs, conducting research, drafting legal documents, and representing clients in legal proceedings.

The Associate Lawyer will work under the supervision of senior lawyers and contribute to the firm's commitment to delivering high-quality legal services.

**Duties and Responsibilities**

Overall Responsibilities:

* Advise clients on legal matters related to corporate and commercial law, technology law, and privacy law.
* Research legal precedents and gather evidence to support clients' cases.
* Draft legal documents, including contracts, agreements, and legal opinions, ensuring compliance with [Insert province]’s laws and regulations.
* Represent clients in negotiations and dispute resolutions.
* Perform administrative and management functions related to the practice of law.
* Maintain up-to-date knowledge of laws and regulations affecting the firm's areas of practice.
* Collaborate with team members on complex cases and projects.
* Engage in continuous learning and professional development activities related to the areas of specialization.
* Perform other duties as assigned

**Qualifications**

* Juris Doctor (JD) degree from a recognized law school.
* Successful completion of the bar examination in [Insert Province].
* If applicable, Licensing by the Law Society of Ontario as a lawyer.
* Interest and aptitude in corporate & commercial law, technology law, and privacy law.
* Demonstrated ability to work collaboratively in a team setting.
* Commitment to ethical legal practice and maintaining confidentiality.

**Core Competencies**

* Strong research, analytical, and problem-solving skills.
* Excellent written and oral communication skills, including the ability to communicate complex legal concepts clearly and effectively.
* Proficiency in critical thinking, persuading, and negotiating.
* High attention to detail and the ability to manage multiple priorities effectively.
* Strong interpersonal skills with the ability to build relationships with clients, colleagues, and external stakeholders.
* Adaptability and stress tolerance, with the ability to work effectively in a fast-paced and dynamic environment.

**Working Conditions**

* Working hours are generally from [Insert time] to [Insert Time], [Insert Day to Insert Day].
* Overtime may be required.
* May require occasional travel for client meetings or court appearances.
* Extended periods of standing/sitting.
* This position is subjected to high pressure due to work volume, and goals. Overall fast paced environment.