



Dale & Lessmann LLP is a dynamic mid-sized business law firm located in the heart of Downtown Toronto. Our continued success is built on the dedication, skill, and excellence of our people — and we're looking to grow our team.

We are currently hiring for a **German Speaking Executive Legal Assistant** to support our busy European Practice Group. This is position ideal for a proactive professional who thrives in a fast-paced environment and values teamwork, client service, and attention to detail.

At Dale & Lessmann LLP, we believe in recognizing talent. We offer a competitive compensation package, a collaborative and supportive work environment, and genuine opportunities for professional development.

### **Why Join Us?**

- Competitive salary and benefits
- Supportive, team-oriented culture
- Ongoing learning and career growth opportunities
- Convenient downtown location, steps from transit
- Hybrid work model – minimum two days in-office per week

### **Responsibilities:**

- Managing complex calendars, coordinating high-volume communications, and anticipating the needs of partners to ensure efficient operations.
- Liaising with German-speaking clients on an ongoing basis.
- Acting as a key point of contact and identifying the needs for high-profile European clients, ensuring seamless communication, responsiveness, and professionalism across time zones.
- Supporting the execution of cross-border transactions and coordinating with internal departments and external stakeholders to meet critical deadlines.
- Preparing legal correspondence and legal documents in English and German.
- Handling sensitive client and firm information with a high degree of discretion and professionalism.
- Establishing and co-ordinating office policies and procedures as well as daily routines and supporting the implementation and evaluation of new procedures.
- Supporting with business transaction in Canada and abroad for partners, associates and their European clients, particularly those from German-speaking countries.
- Representing the firm to the public, by answering inquiries from potential clients, distributing information from potential clients internally, following up with lawyers and clients to ensure

that clients receive information within specified time frame which is consistent with the firm's business development policies.

- Preparing presentations for conferences and other business development initiatives, including the design of PowerPoint presentations and speaker notes.
- Maintaining and updating the firm's website.
- Introducing new staff to office procedures and assisting with the learning of legal software applications.
- Support billing process and ensuring the timely payment of accounts receivable.
- Organizing overseas and domestic business trips for senior partners, including travel arrangements and scheduling of meetings.

**Requirements:**

- Law degree or equivalent from either a recognized Canadian or German University is mandatory.
- 1+ year of providing similar administrative support in both English and German, is mandatory.
- Fluent German speaking and writing skills, as appropriate for working in a law environment, is mandatory.
- Working knowledge of the following software applications is mandatory: MS Office (Word, Word Perfect, Power Point, Excel, Outlook) and Legal and Accounting software is preferred.

We thank all applicants for their interest in Dale & Lessmann LLP; however, only chosen applicants will be contacted. Dale & Lessmann LLP is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the recruitment process.

Please address all applications to Ms. Emily Zimmermann at [ezimmerman@dalelessmann.com](mailto:ezimmerman@dalelessmann.com)