

Strosberg Sasso Sutts LLP is a law firm committed to excellence in litigation. With two locations, Windsor and Toronto, Strosberg Sasso Sutts has the following position available in our Civil Litigation department in our Windsor Office.

# File Administrator

The ideal candidate we are looking for must have the following qualifications:

- 3-5 years of civil litigation experience; personal injury experience would be considered an asset
- Must have experience in file preparation including the organization and assembly of documents and briefs used in discovery, trial and appellate courts
- Must be able to work with high volume and in a fast paced environment
- Flexibility with schedule and the ability to work additional working hours
- Ability to arrange meetings and interact with counsel, clients, witnesses, and other professionals
- Must have strong technical knowledge of Microsoft Office products and database applications including the knowledge of document imaging and profiling
- Must be able to work independently and with others who are part of a team

Please submit your resume in confidence, including wage expectations to:

**Strosberg Sasso Sutts LLP**  
**Attn: Human Resources**  
**1561 Ouellette Avenue Windsor, Ontario N8X 1K5**  
**E-mail: [scampbell@strosbergco.com](mailto:scampbell@strosbergco.com)**

*We appreciate all responses; however, only those candidates selected for an interview will be contacted.*



[www.strosbergco.com](http://www.strosbergco.com)