

Office Clerk

Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation. We are currently seeking an Office Clerk to join our team.

As an Office Clerk your role is to provide office support to the firm in various ways. Specific duties in fulfillment of this role are described below:

Responsibilities

- Mail
 - Receive incoming mail (including packages and couriers); open, sort, and distribute
 - Distribute internal mail
 - Receive, record and distribute incoming faxes electronically and in hardcopy
 - Transmit all outgoing faxes through use of a fax machine
 - Operate postage meter to weigh envelopes and packages to determine the necessary postage
 - Routinely visit the post office and administer requests for registered mail or special deliveries
- Boardrooms – Relief
 - Responsible for maintaining 7 boardrooms and ensuring they are clean and stocked with required supplies.
 - Set-up and clean out boardrooms after all meetings
 - Provides hostess responsibilities in coordination with the Office Clerk – Catering
- Reception Relief
 - Daily reception relief from 12:00 pm – 1:00 pm and from 3:00 pm – 5:00 pm
 - Communicate with clients, opposing counsel, agencies and the general public
 - Answering firm telephone and direct incoming calls, take messages and relay messages as required
 - Greeting all visitors of the firm and providing direction
 - Answer basic inquiries and provide information to visitors
 - Advise firm members of incoming deliveries or guests when required
 - Arrange for courier package pickups and accept delivery of packages
 - Receive and forward messages from firm's general email box
 - Monitor boardroom requests via use of computer software called Meeting Room Manager
 - Maintain and check Meeting Room Manager
- Administration
 - Update internal, extended and guest phone lists in Excel
 - Format fax and courier log sheets in Excel
- General
 - Purchase/order supplies and monitor stock for kitchen, serveries and reception desk
 - Attend to office errands when requested
 - Provide assistance for firm admin positions (stock supply areas, collect money or responses, event coordination etc)
 - Coordinate dates with external vendors for carpet cleaning and general office upkeep

Other Duties as and when required

Education and Experience

- High school diploma or equivalent
- Experience performing administrative and/or customer service duties in a professional services environment is preferred

Skills

- Forward thinking, able to take initiative and problem solve
- Attention to detail is a must
- Must be able to handle time-sensitive tasks and materials and deal with them accordingly
- Demonstrate friendly, cooperative attitude and maintain a high level of collaboration
- Strong ability to communicate clearly and effectively both verbally and in writing; comfortable with daily interaction with internal and external clients
- Computer – must have computer experience and should be familiar with basic computer programs such as Microsoft Word, Excel and Outlook and adaptable and able to learn new programs as they are introduced
- Flexible in schedule
- Excellent understanding of customer service standards

Qualified candidates are asked to submit their résumé and cover letter [HERE](#)

Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests to:

*Barbara Russell
Director, Human Resources*