

Hospitality and Events 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 a Hospitality and Events Clerk to join our team.

As a Hospitality and Events Clerk your role is to provide office support to the firm in various ways. You will be responsible for event planning, purchasing, ordering, re-stocking. The hours of this position are 8:30 am – 4:30 pm with the acknowledgement that hours may need to be adjusted due to events / as needs arise.

Specific duties in fulfillment of this role are described below:

Responsibilities

- Catering
 - Place all orders for catering requests provided via Meeting Room Manager or via email, as required; coordinate specifics with Office Clerk when required for accurate set-ups
- Ordering, Upkeep & Service Requests
 - Liaise with Servomax to place supply order for all Nespresso coffee machines (located in boardrooms and Recovery Room); coordinate shipment of used pods and place service requests when required
 - Liaise with MindfulSnacks to place order for all snack baskets (located in boardrooms and Recovery Room); coordinate delivery and stocking of baskets when required
 - Order kitchen items such as utensils, plates, bowls, glasses, mugs and small appliances (toasters, microwaves, kettles etc) when requested by Office Clerk
 - Maintain Vivreau water system and ensure water dispenser is in working order, place service request when required or requested by Office Clerk; place supply order of glass bottles and CO2 canisters when required
 - Perform daily morning checks on all coffee machines in boardrooms, Recovery Room and work spaces to ensure they are in working order at the start of the day
 - Maintain stock of alcohol in servery and purchase when required
 - Monitor, record stock and place order for all kitchen and servery supplies provided by Regency, including milk and cream packages, white and brown sugar, Splenda, stir sticks, tea, coffee pods and coffee beans
 - Liaise with AlSCO (towel service) and coordinate delivery and pick-up routine; monitor contract
- Infirm Events
 - Order catering and set-up weekday dinners (Monday – Thursday), including dishes and fruit; seek out new caterers and keep meals within budget
 - Order catering/approve menus and assist with set up when required for regular infirm events such as Practice Points, Litigation Lunches and internal education sessions; send emails and collect responses to ensure accurate orders
 - Order catering, purchase drinks and set-up/clean-up planned drinks cart events
 - Assist with ordering, arranging catering and set-up/clean-up of all in-firm celebrations and special occasions (ie, champagne receptions, cake celebrations, administrative professionals day, summer treats, seasonal activities, birthday basket, service awards etc)

- Order catering, set-up/clean-up for all monthly Partners Meetings
- Order catering and assist with number collection for infirm training sessions as required
- Coordinate and organize yearly “Take Your Kids to Work Day”
- Chair the firm’s social committee
- Assist with facilitating the firms United Way Campaign
- Liaise with regular scheduled service/wait staff regarding Litigation Lunches and coordinate alternative service staff when required
- Organize office set-up during holidays and special occasions – arrange holiday displays
- External Events
 - Assist with planning, coordinating and execution of all external firm events
 - Required to work alongside the individual responsible for the event to work out purchasing, details and logistics
- Additional Tasks
 - Keep onsite spaces stocked and tidy (Wellness Room, Quiet Room and Recovery Room)
 - Reception relief when required
- Additional office services duties when requested

Education and Experience

- High school diploma or equivalent
- Diploma and/or certificate in hospitality and/or event planning or equivalent experience
- 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; must be proactive and driven
- Attention to detail and ability to multi-task 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 resume and cover letter addressed to Barbara Russell (Director, Human Resources) [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)