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# Office Clerk

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Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

Lenczner Slaght is currently seeking an **Office Clerk**.

## ROLE DESCRIPTION

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.

## ROLES & RESPONSIBILITIES

### General

- Act as first point of contact for Office Services Team (OST).
- Monitor, keep stock and distribute all non – print services office supplies when requested.
  - Remove office supplies when office becomes vacant and repurpose appropriate supplies into firm inventory.
  - Send inventory lists and purchase requests to Print Services and/or Reception.
  - Act as backup to office supplies purchasing when Print Services is unavailable.
- Attend to office errands when requested (registered mail / lunch pick up/ post office)
- Monitor Spiceworks for tickets and complete tasks applicable to role
- Monitor and maintain Office Services bulletin boards, ensure all information is up to date.
- Maintain all current storage rooms to store only necessary items
  - Create and maintain inventory lists
  - Work with Sr. Manager, Office Services and OST to create a standard supplies list
- Maintain and sort Key Box for Senior Manager, Office Services.
- Work with Facilities Operations to store and deliver pedestals.

### Administrative

- Act as Office Services LS HQ (firm's internal intranet) Administrator – work with the team to update LS HQ with most current information
- Monitor, maintain and update OST budget tracker
- Process invoices and expenses for Office Services as needed.
- Support Senior Manager, Office Services on other administrative tasks as needed.

### **Onboarding/ Offboarding**

- Work with Human Resources to provide Welcome Swag to new hires
  - Monitor and maintain inventory of swag
  - Deliver welcome swag to new hires
- Give firm tour to all new hires and applicable visitors.
- Perform some Office Services training for new hires, i.e., boardroom/ hoteling room bookings, catering bookings and other applicable office services training.
- Work with Facilities Operations and Human Resources to prep workspace/ office for new hire.
  - Including creating appropriate signage and stocking workspace/ office with appropriate office supplies.
- Assist Human Resources with Office Services Offboarding duties, including cleaning workspace/ office and gathering and couriering personal belongings when applicable.

### **Reception Coverage**

- Responsible for back-up reception coverage during breaks, lunches and from 3:30 – 5:30 pm daily.
- Responsible to cover reception when Receptionist is not working.

### **Backup Relief**

- Responsible for providing back-up relief for Hospitality, Mailroom and Reception, when required
- Work with Marketing Department to coordinate roll out of special events / Mailouts
- Provide support to anyone on the Office Operations team that may require it.
- Proactively seeks additional work during downtime.

*Other duties as and when required.*

### **EDUCATION & EXPERIENCE**

- High school diploma or equivalent
- Experience performing administrative duties in a professional services environment and/or law firm is required.
- Reception or equivalent customer service experience is considered an asset. Experience performing general office duties such as facilities, mail services and/or hospitality will also be considered an asset.
- Experience and proficiency using applications such as Microsoft Office, Adobe Acrobat (PDF), DMS, etc, is preferred.

### **KEY SKILLS & CHARACTERISTICS**

- 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
- Demonstrates 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
- Demonstrates friendly, cooperative attitude and maintain a high level of collaboration
- Excellent understanding of customer service standards
- Positive attitude with a can-do approach

#### OTHER INFORMATION

- **Reporting Details:** Supervision from Senior Manager, Office Services
- **Hours of Work:** 10:00 am – 6:00 pm
- **Additional Notes:** Overtime is to be expected from time to time

#### WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. We have developed several award-winning and forward-thinking initiatives, including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on [www.litigate.com](http://www.litigate.com).

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

*Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. 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 and questions to [Human Resources](#).*