

Assistant, Professional Development and Human Resources

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 Assistant, Professional Development and Human Resources to join the firm.

Under the direction of the Director, Legal Recruitment and Development and the Director, Human Resources, the Assistant, Professional Development and Human Resources will assist with the ongoing administrative functions and project work relating to the Firm's professional development (PD) and human resources (HR) initiatives. This position will work closely with the Professional Development Specialist and the Coordinator, Human Resources.

As the Assistant, Professional Development and Human Resources, you will liaise with people in all areas of the firm and therefore you must be confident in dealing with people and must thrive in the fast-pace of a busy law firm. The ideal candidate is someone who can proactively meet administrative needs, manage multiple priorities and can willingly ensure smooth and timely flow of work.

Specific duties of this position are described below:

Responsibilities

- ▶ Conducts research in support of Professional Development, Human Resources and general firm initiatives
- ▶ Schedules meetings (internal and external), books boardrooms with requirements; sends calendar invites, supports the logistics surrounding reoccurring events and programs
- ▶ Assists with various PD and HR responsibilities such as updating and maintaining the firm website and intranet
- ▶ Assists with the implementation and execution of PD and HR firm events, involved with idea generation, drafting communications, developing invitation lists, tracking responses and developing materials, as required
- ▶ Supports the firm's recruitment processes by assisting the Coordinator, HR with aspects of staff recruitment and the Professional Development Specialist with lawyer recruitment and the summer student recruitment process including career fair registrations, the anonymization of resumes, on-campus interview registrations, resume package preparation, in-firm interview scheduling, and inputting interview feedback into viDesktop
- ▶ Supports the administrative aspects of onboarding, orientation and off-boarding of all firm members including lawyers, students, law clerks and staff members
- ▶ Prepares and maintains all electronic and hardcopy files; distributes new employee forms to all new firm members
- ▶ Supports the administrative aspects of the lawyer, student, law clerk and staff review and evaluation processes
- ▶ Responds, if needed, to minor internal and external PD and HR related inquiries and requests

- Performs administrative tasks such as photocopying, mailing, emailing and scanning documents
- Purchases gift certificates for events, e-suggestion box and birthday basket
- Orders flowers and other gifts in accordance with life cycle events
- Assist with preparation of trial kits
- Processes invoices and arranges for payment through Accounting department
- LS Ignite – researches programs, performs curriculum updates, updates Firm calendar, coordinates meeting room bookings, liaises with Reception regarding catering; coordinates with IT for presentations/setups; sends invitations, plans and carries out preparations for day of program (greet speaker, ensures equipment set up etc), solicits feedback and templates and assists with CPD tracking
- Other duties as and when required

Education and Experience

- High school diploma and University degree or College diploma in Human Resources or related field of study required
- Experience working in a professional services environment is preferred but not required; law firm experience will be considered an asset

Key Skills and Characteristics

- Excellent organizational and administrative skills with strong attention to detail
- Ability to manage multiple priorities and competing demands while ensuring timeliness; must be able to handle time-sensitive and confidential tasks
- Excellent verbal and written communication skills
- Advanced technical and computer skills with strong Microsoft Office and Adobe abilities; must have a strong ability to learn and master job specific software
- Ability to work as part of a team and also be able to work independently in a fast paced, challenging environment
- Creative thinker with good business acumen
- Excellent interpersonal skills - able to build relationships and trust with all levels of firm members
- Strong customer service mindset while being flexible and adaptable
- An energetic, enthusiastic individual who is self-motivated and willing to learn

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*