
Co-Operative Student – Human Resources

Summary of Role

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 Human Resources co-op student to join our team.

Under the leadership of the Director, Human Resources and the Coordinator, Human Resources your primary role will be to assist with the ongoing administrative functions and project work relating to human resources initiatives.

Role Description

Type: Full-Time (8:30-4:30pm, Monday – Friday)

Reports to: Director, Human Resources

Placement: Sept – Dec, 2019

Location: 130 Adelaide St W, Suite 2600

Main Responsibilities

- ▶ Conducts research in support of Human Resources and firm initiative such as legislation and policy review and creation
- ▶ Schedules meetings (internal and external), books boardrooms with requirements; sends calendar invites and tracks responses
- ▶ Assists with various HR tasks such as Intranet updates, onboarding, recruitment, office functions etc
- ▶ Supports the recruitment / hiring process by assisting with the creation of job descriptions and postings for job boards and agencies, sorting applications, setting up interviews and coordinating background checks when required
- ▶ Prepares HR files and provides HR forms to new firm members
- ▶ Assists with the implementation and execution of employee/firm events (holiday party, summer picnic, Valentine's Day, staff appreciation); assists with idea generation, drafts communication, send invitations from firm calendar, develops invitation lists, tracks responses and develops materials, as required
- ▶ Monitors employees enrolled in employee perks program and updates as new employees join the firm and others depart
- ▶ Liaises with other interoffice departments such as Finance, Marketing, Business Development, Professional Development, etc

- Performs administrative functions such as photocopying, mailing /emailing documents, scanning and filing
- Assists with record management and paperless initiative to reduce the amount of paper in the HR department
- Assists with the purchase of gift cards for employee rewards and appreciation
- Other duties as and when required

Job Requirements

Education, Knowledge, Skills and Abilities

- Currently enrolled in a College or University degree program in Human Resources and/or Human Resource Management
- Strong organizational skills, detail oriented, able to work with a high level of accuracy and meet deadlines
- Excellent communication skills, both verbal and written
- Advanced technical skills with experience using Microsoft Office and Adobe
- Ability to work as part of a team and also able to work independently in a fast paced, challenging environment; must demonstrate a friendly, cooperative attitude and maintain a high level of collaboration and confidentiality
- Creative thinker with good business acumen
- Excellent interpersonal skills - able to build relationships and trust with all levels of employees
- Strong customer service mindset while being flexible and adaptable
- Must be an energetic, enthusiastic individual who is self-motivated and willing to learn

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.

Qualified candidates are asked to submit their resume and cover letter addressed to Lynsey Clement (Coordinator, Human Resources).

Lynsey Clement
Coordinator, HR
lclement@litigate.com
416-865-4690