
Office Clerk



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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 the firm.

ROLE DESCRIPTION

As an Office Clerk, your role is to provide office support to the firm maintaining spaces (boardrooms, collaboration spaces, workrooms, kitchens, serveries and other office spaces) and ensuring they are kept in accordance with the firm and guest standards.

Specific duties in fulfillment of this role are described below:

PRIMARY RESPONSIBILITIES

Reception Relief

- ▶ Responsible for providing back-up reception relief when required

Boardrooms

- ▶ Responsible for maintaining 7 boardrooms and ensuring they are clean and stocked with required supplies
- ▶ Setup and cleanup in boardrooms for all meetings and regular in-firm events such as practice points
- ▶ Ensure all dishes and utensils are stocked in advance of Litigation Lunches and assist with cleanup/disposal of leftover food when required
- ▶ Monitor and stock all fridges and snack baskets in boardrooms
- ▶ Maintain supplies in boardrooms (paper, pens, Kleenex, etc); inform supplies contact when office supplies are required
- ▶ Maintain tidiness of boardrooms (wiping down tables, mats, pushing in chairs, placing coasters in correct spot etc)
- ▶ Maintain coffee machines in each boardroom; daily checks on all machines to ensure all items are restocked, cleaned, filled and in working condition – after all meetings and at the end of the day; inform Events and Hospitality Coordinator when service is required or if supplies need to be re-stocked
- ▶ Maintain internal work rooms to ensure they are kept tidy and stocked with all required items; daily checks are required

Serveries, Kitchens and Other Spaces

- ▶ Request service for fridges, dishwashers, water systems etc as required

- Inform Facilities department when service is required or re-stocking is required for any appliance in the kitchens or serveries, including:
 - Fridges
 - Dishwashers
 - Ice makers
 - Water coolers
 - Microwaves, etc.
- Monitor, keep stock and distribute all utensils, plates, bowls, glasses, mugs and small kitchen appliances (toasters, kettles, microwaves) throughout the kitchens and serveries and inform Hospitality Clerk when items need to be ordered
- Maintain tidiness of all kitchens in the office; wipe down surfaces regularly, clean out cupboards and drawers, clean out dishwasher, sinks and all small kitchen appliances (toaster, microwave, kettle, coffee machines, tea canisters etc)
- Routinely clean out fridges and freezers (last Friday of the month, or a day around that)
- Unload and load dishwashers and maintain use of proper sign display on dishwashers
- Monitor catering dishes and utensils and ensure proper storage and pickup
- Maintain all serving carts and clean regularly
- Maintain Vivreau water system and glasses bottles; replenish/refill when required and inform Events and Hospitality Coordinator when service is required on the machine or if bottles need to be replaced

Ordering

- Monitor and record and stock of all kitchen, servery, boardroom and bathroom supplies, including soap, lotion, Listerine, hand sanitizer, Dixie cups, Kleenex, paper towel, napkins, straws, soda and juice; place order through Mike's Food Services when items need to be restocked

General

- Provides hostess responsibilities in coordination with the Events and Hospitality Coordinator
- Attend to office errands when requested

Additional office services duties when requested

KEY COMPETENCIES REQUIRED:

- High school diploma or equivalent and Post-Secondary education with a Diploma/Degree

- Experience performing administrative and/or customer service duties in a professional services environment is required
- 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 cover letter and resume [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 accommodation requests to **Barbara Russell** (Director, Human Resources).*