
Office Manager



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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 Officer Manager to join the firm.

ROLE DESCRIPTION

Energetic professional who does not mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoys the administrative challenges of supporting an office of diverse people.

PRIMARY RESPONSIBILITIES

Managing Processes

- Recruit, supervise staff & ensure top performance of office staff by providing them adequate coaching and guidance
- Partner with HR to maintain office policies as necessary
- Provide general support to visitors
- Design, implement and oversee office policies and procedures
- Organize office operations and procedures
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Maintain a safe and secure working environment

Inventory Control

- Point person for maintenance, mailing, shipping, supplies, equipment, and errands
- Coordinate with IT department on all office equipment
- Partner with COO to manage relationships with vendors, service providers
- Partner with COO to manage contract and price negotiations with office vendors, service providers
- Monitor and maintain office supplies inventory
- Review and approve office supply acquisition

Reporting

- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal and retrieval
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems
- Determine current trends and provide a review to management to act on
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Ensure security, integrity and confidentiality of data
- Analyze and monitor internal processes

QUALIFICATIONS AND DESIRED SKILLS

- Proven office management or administrative experience
- Managerial experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles

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).