



**POSITION TITLE: Office Clerk/Assistant**

**The Firm**

Mann Lawyers LLP is a growing firm of over 30 lawyers that practice in real estate, litigation, wills and estates, family, environmental, and business law, with offices in Ottawa and Perth. We are a group of dedicated lawyers who provide our clients with top notch legal services in a wide variety of practice areas. We strive for success, not only in legal terms, but also in life. We work hard to ensure that our culture is inclusive of all. We promote authenticity and celebrate diversity.

Our 25+ years of delivering compassionate, intelligent, and thoughtful advice with integrity, demonstrates our unparalleled ability to forge long-term client relationships. That quality of thought and action extends to our clients but also to our team members and out in the communities we feel lucky to be part of.

**The Role**

We are currently recruiting for a Office Clerk/Assistant, who is an independent worker and demonstrates exceptional attention to detail.

The ideal candidate must have excellent written and verbal communication skills and comfort with organizing their time.

**Type:** Regular, Full-Time

**Location:** Ottawa, Ontario

**Experience:** 1+ year(s) of administrative/office experience

**Training:** Law Clerk Diploma, Business Administration Diploma, or equivalent combination of work experience and education

**KEY RESPONSIBILITIES**

- Assist with copying, printing, scanning and binding documents for multiple departments;
- Provide reception coverage support by professionally receiving visitors and clients, transferring calls and messages, and directing traffic throughout the work day;
- Coordinate the receiving and shipping of documents and packages;
- Clean, prepare and set up boardrooms/meeting rooms;
- Assist with scheduling and setting up social events, including but not limited to, cake days, potlucks, team-building activities, etc.;
- Assist with facilities management;
- Provide coffee, refreshments and catering for meetings and internal functions;
- Keep kitchens tidy and well stocked;

- Assist with scheduling and hosting (via Zoom and/or Teams) Lunch and Learns, guest speakers, etc.;
- Assist with scheduling internal meetings using Outlook calendars;
- Assist with setup for new hires;
- Join the IT committee and assist with basic computer troubleshooting issues;
- Ensure the office supply/copier rooms are stocked and organized; and
- Other duties, as assigned.

## **REQUIREMENTS**

### ***Knowledge & Skills***

- Demonstrated ability to provide superior customer service and place value on being a positive and professional ambassador of the firm;
- Ability to work independently, follow instructions with minimal supervision and take initiative;
- Flexibility to adapt to different tasks and to a diverse group of individuals;
- Superior multi-tasking abilities;
- Ability to use good judgment and be resourceful;
- Must have proficient computer skills and demonstrate professional phone etiquette;
- Ability to communicate in a professional manner with lawyers and team members;
- Willingness to learn and contribute to the team;
- Work collaboratively in a workplace with dignity and respect; and
- Experience with PC Law or Soluno and MS Office software.

### ***Education & Work Experience***

- One year + of experience on reception or administrative experience in a professional services environment
- Minimum of a post-secondary

### ***Other***

- This role requires in-office attendance

It would be preferable, though not necessary, for candidates to have experience with using Net Documents.

Salary level is commensurate with experience and health benefits are provided.

Mann Lawyers welcomes applications from all qualified candidates. We are happy to provide reasonable accommodations throughout the selection process and while working at Mann Lawyers. If you require support applying online because you are a person with a disability, please contact us at 613-722-1500 x 243 or [recruiting@mannlawyers.com](mailto:recruiting@mannlawyers.com). We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Interested candidates should submit their application, in confidence, to [recruiting@mannlawyers.com](mailto:recruiting@mannlawyers.com). Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.