



POSITION TITLE: Office Clerk (Legal)

The Firm

Mann Lawyers LLP is a growing full-service law firm of over 30 lawyers, with offices in Ottawa and Perth. We provide our clients with top notch legal services in a wide variety of practice areas and 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 30 + 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 an Office Clerk/Assistant, who is an independent worker and demonstrates exceptional attention to detail. The ideal candidate must have excellent communication skills and comfort with organizing their time.

Type: Regular, Full-Time

Status: Existing Vacancy

Location: Ottawa, Ontario (In-office)

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

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

KEY RESPONSIBILITIES

- Assist with completing conflict searches for the entire firm and liaise with the requestor and/or responsible lawyer to manage results;
- Assist with data entry, 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;
- Assist with general client billing within the Firm;
- Assist all departments within the Firm with general administrative functions, including Will and Minute Book retrievals, file opening, file closing, etc.
- Act as back-up for reception to 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, including placing service calls;
- 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;
- Join the IT committee and assist with basic computer troubleshooting issues;
- Assist with desk and office setup for new hires;
- Ensure the office supply/copier rooms are stocked and organized; and
- Other duties, as assigned.

REQUIREMENTS

Knowledge & Skills

- Demonstrated ability to provide superior client 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;
- Demonstrated ability to troubleshoot IT issues and provide clear directions in an easy to follow format;
- Work collaboratively in a workplace with dignity and respect; and
- Experience with Soluno and MS Office software; and
- It would be preferable, though not necessary, for candidates to have experience with using Net Documents.

Location

- This role requires in-office attendance

Education & Work Experience

- One year + of administrative/clerical experience in a professional services environment
- Minimum of Law Clerk Diploma, Business Administration Diploma, Office Administration Diploma, or equivalent combination of work experience and education

Expected Compensation

The expected starting salary for this role is \$46,000.00 per annum. Actual salary is commensurate with experience.

Health benefits are provided and a retirement plan is available after your first three months' of employment.

Artificial Intelligence

Mann Lawyers does not use Artificial Intelligence in the screening, assessment, or selection of applicants.

Applications & Accommodations

Mann Lawyers is committed to creating an inclusive workplace by providing a barrier-free recruitment and selection process. We are happy to provide reasonable accommodations throughout the selection process and while working at Mann Lawyers. If you have an accommodation request, require material in an accessible format, or need additional support with the application process, please contact us at 613-722-1500 or recruiting@mannlawyers.com. We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Mann Lawyers' Commitment

Mann Lawyers is committed to creating and maintaining a positive and inclusive environment for all individuals in the workplace. It is our policy to make decisions on hiring, promotions, rewards and other human resources issues based on merit (including a person's qualifications, ability and performance). We welcome applications from all qualified candidates.

Interested candidates should submit their application, in confidence, to recruiting@mannlawyers.com. Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.