



POSITION TITLE: Office Clerk

Are you looking to work with a collaborative, innovative, and highly effective team? If so, we would love to hear from you!

Who We Are:

Mann Lawyers LLP is a growing Firm of over 35 lawyers that practice in business law, wills and estates, real estate, litigation, family, employment, and environmental law. We provide clients with top-notch legal services 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.

Type: Fixed-Term Contract (Full-Time Hours)

Contract Term: May 19, 2026 (flexible) to August 28, 2026

Status: Existing Vacancy

Location: Ottawa, Ontario (In-office)

The Role:

We are seeking an Office Clerk to join our Ottawa team **from May 19, 2026 to August 28, 2026** (start date is flexible). This role is ideal for someone looking for meaningful summer employment, who is curious about the practice of law, and is eager to gain real-world experience in a professional office setting.

KEY RESPONSIBILITIES

The successful candidate will support our growing practice by assuming the following responsibilities:

- Assist with general administrative duties such as filing, scanning, photocopying, mail distribution, courier coordination, and document organization;
- Support lawyers and staff with ad hoc projects and time-sensitive assignments, as needed;
- Provide back-up front-line reception coverage, including greeting clients and visitors, answering and directing telephone calls, and managing meeting room bookings;
- Assist with general office procedures, including keeping the reception and client service areas tidy, keeping kitchens tidy and well-stocked, emptying and running the dishwasher,

- tidying and maintaining boardrooms, etc.;
- Prepare, format, proofread, and organize legal and administrative documents;
- Assist with data entry, records management, and maintaining both digital and physical filing systems;
- Provide overflow administrative support to practice groups during peak periods;
- Assist with setting up and cleaning up Firm social events;
- Maintain confidentiality and professionalism at all times when handling sensitive information;
- Collaborate with team members to ensure smooth day-to-day office operations; and
- Perform other administrative or clerical duties, as assigned.

REQUIREMENTS

Knowledge & Skills

- Strong organizational skills with the ability to manage multiple tasks and shifting priorities in a busy office environment;
- Attention to detail and accuracy, particularly when preparing, formatting, and reviewing documents;
- Professional, courteous, and client-focused approach when interacting with clients, visitors, and colleagues;
- Effective verbal and written communication skills;
- Ability to work both independently and collaboratively as part of a team;
- Basic proficiency with Microsoft 365 (Word, Outlook, Excel, Teams) and general comfort with office technology;
- Willingness to learn new systems, processes, and legal or administrative procedures;
- Reliability, discretion, and professionalism when handling confidential and sensitive information; and
- Strong time management skills and a proactive, adaptable mindset.

Education & Work Experience

- Previous office, administrative, customer service, or clerical experience is an asset, but not required; and
- Completion of a minimum of the first year (or level 1 and 2) courses of a Law Clerk program or completion of an Office Administration (Legal) program.

Other

- Must be able to work in the office (no remote work is available for this role).

Expected Compensation

The expected salary range is \$38,000.00 to \$43,000.00 per year, paid on a pro-rated basis for the term of the contract.

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.