

Torys LLP is a highly respected international business law firm with 300 legal professionals in our Toronto and New York offices. We are recognized internationally as a frequently recommended law firm in a large number of practice areas. Our Toronto and New York lawyers work together to offer seamless cross-border services to clients on both sides of the U.S.-Canada border and globally.

REFERENCE TECHNICIAN (TORONTO)

We are currently seeking a Reference Technician to join our Library Services team. Reporting to the Manager, Library Services, you will have responsibility for the following:

RESPONSIBILITIES:

- Provide quick reference services, including document delivery, case retrieval, basic newspaper searches, and basic online searching in a variety of databases.
- Provide instructional reference services, involving basic training and guidance in the use of the library catalogue, the intranet, and print and online library resources.
- Assist Reference Librarians with in-depth research assignments.
- Promote current awareness in the firm through media and legislation monitoring and communicate changes or updates as appropriate.
- Provide back-up services for inter-library loans, invoicing, and technical operations.
- Complete other assigned projects, including database management, intranet content management, and knowledge management initiatives.

QUALIFICATIONS:

- Post-secondary education, or a Library Technician Diploma.
- Minimum of 2 years experience in a special library; law library experience is preferred.
- Experience with online services such as WestlaweCarswell, Westlaw Business (LIVEDGAR), Quicklaw, Lexis Publisher, DisclosureNet, or Factiva preferred.
- Previous working experience using EOS cataloguing software or Inmagic is preferred.
- Ability to work independently and collaboratively within a team environment.
- Strong communication (both oral and written), interpersonal, and interviewing skills.
- Excellent organizational and time management skills.
- Ability to work under time pressures with accuracy, and a keen attention to detail is required.

- Ability to work on diverse tasks and deal with fluctuating workloads.
- Ability to provide service with courtesy and professionalism, especially when responding to a high volume of requests.

HOW TO APPLY:

Katie Duncan
Human Resources Consultant

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We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted.