

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

Reproduction Operator

We are currently seeking a Reproduction Operator to join our administrative services team. This position requires an individual with a strong client service orientation and the ability to work in a fast-paced environment.

RESPONSIBILITIES:

- Print, copy and scan legal documents for both internal and external clients, ensuring deadlines are met and work is accurate.
- Collate and bind printed documents according to the client's specifications.
- Maintain the printing and binding equipment and troubleshoot issues as required.
- Manage the inventory of printing paper, tabs, Cerlox and wire binding spines and other supplies.
- Manage the digital library of casebook files and folders to ensure that naming conventions are followed and files are easy to find and identify.
- Determine which jobs should be sent offsite for completion as well as track and schedule that work to ensure deadlines are met.
- Act as a back-up for the Colour Printing Specialist and Imaging Specialist.

QUALIFICATIONS:

- Familiarity with printing, copying and scanning equipment and finishing equipment (Cerlox, 3-hole drill, large format guillotine paper cutter), including operation and minor maintenance.
- Knowledge of colour printing equipment, print servers and imaging services equipment (high volume scanners, CD producer).
- Experience with outsourcing and job tracking procedures.
- Knowledge of specific output and format requirements for certain types of legal documents to be used for court presentations.
- Intermediate level experience with Microsoft Office, Adobe Acrobat and InDesign applications.
- Exceptional client service and teamwork skills.

HOW TO APPLY:

Christine O'Connell
Human Resources Consultant

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Closing Date: January 11, 2012