

ASSISTANT, PROJECT MANAGEMENT & LEARNING & DEVELOPMENT

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

This position requires an individual with a strong client service orientation and the ability to work in a fast-paced environment.

KEY ACCOUNTABILITIES

- Provide administrative support by arranging courier packages, photocopying, printing, binding and scanning. Perform clerical work relating to travel arrangements, expense reports, boardroom bookings, cheque requisitions, filing, document management and any other administrative assistance.
- Provide timely and accurate word processing support including document creation, revision and formatting, converting PDFs to Word documents, creating and editing Excel charts and PowerPoints, preparing correspondence (memos and letters), proofreading documents and making necessary changes.
- Work with the Director, Learning & Development on the overall administration and arrangements for all learning and development programs and initiatives. Assist with the logistics including booking boardrooms, preparing correspondence, copying materials and hand-outs, scheduling meetings, maintaining schedules, completing expense reports and booking travel arrangements.
- Upload CPD materials to the on-line library on Torysnet, including all program content and accreditation information. File program feedback, materials and attendance forms in the appropriate workspaces.
- Track and assist with budget development and frequently monitor department and project budgets.
- Scheduling of training/installs for firm-wide projects.
- Assist with development of project planning and organization documentation.
- Exercise initiative and judgment to relieve the Director, Learning & Development and Manager, Business Services Projects of administrative detail.

ATTRIBUTES & EXPERIENCE

- A post-secondary degree or diploma in office administration, or equivalent experience to successfully complete the essential requirements of the role.
- Minimum 2 years' similar experience, preferably within a law firm or professional services firm.
- Strong working knowledge of Microsoft Office including Outlook, Excel, Word and PDF software.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Excellent communication (verbal and written) and interpersonal skills.
- Exceptional attention to detail, efficient and organized.

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- Ability to work well independently and collaboratively within a team environment.
- Strong organizational, time management and project coordination skills to effectively prioritize and meet deadlines.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.

We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact [Jenny Tavares](#), Senior Manager, Human Resources.