

## LIBRARY TECHNICIAN

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

We are currently seeking a Library Technician to join our Library Services team on a 6 month contract. As a Library Technician, you will have the opportunity to receive a broad range of experience providing technical and research support. This position requires an individual with a strong client service orientation and the ability to work in a fast-paced environment.

### KEY ACCOUNTABILITIES

Assist other technicians and librarians in the following areas:

#### Administrative

- Reconcile and process payment for a high volume of department invoices.
- Order, process and distribute books, online products and other materials.
- Coordinate subscription renewals.
- Create and maintain catalog records for print, electronic and other resources.
- Maintain the library collection, resources and premises, including online records, databases, circulation and shelving, binding and repairs, looseleaf filing and mail.
- Manage online passwords and provide overall technical support/troubleshooting for Library resources.

#### Research

- Provide basic research support through document delivery, case retrieval, inter-library loans, and newspaper and online searches in a variety of databases.
- Provide guidance in the use of the library catalog, the intranet, print and online library resources.
- Monitor news, caselaw, and legislation and regulatory developments and communicate changes or updates as appropriate.
- Assist Librarians with research assignments.

#### Other

- Complete other assigned projects, including support for database management, intranet content management and initiatives for the library and practice solutions team.

## ATTRIBUTES & EXPERIENCE

- Post-secondary education with a Library Technician Diploma (complete or in progress), or equivalent experience to successfully complete the essential requirements of the role.
- 1-5 years of previous related experience desirable, preferably within a law firm or professional services firm.
- Familiarity with online services such as WestlawNext Canada, Practical Law, Lexis-Advance Quicklaw, Newsdesk, DisclosureNet, and other legal and business online resources preferred.
- Proficient in MS Office product suite – which includes a strong working knowledge of Outlook, Excel and Word.
- Strong interpersonal skills with the ability to work well both independently and collaboratively within a team environment.
- Excellent communication skills (verbal and written) with the ability to interact effectively with individuals at all levels within the organization.
- Excellent organizational and time management skills.
- Careful attention to detail with strong problem solving skills.
- Ability to work on diverse tasks and deal with fluctuating workloads.
- Strong analytical and problem solving skills.

### **HOW TO APPLY:**

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

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

*At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Ruth Hawkins](#), Manager, Human Resources.*