

OFFICE SERVICES COORDINATOR

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montreal 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 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

The position is responsible for providing administrative support to legal assistants and principals across the Calgary office.

KEY ACCOUNTABILITIES

- Responsible for daily administration of boardroom meetings to ensure client needs are met. This includes: confirming and following up with requestors, booking appropriate boardrooms, ensuring services are sufficiently detailed, restocking boardroom supplies and general tidying.
- Provide relief coverage for reception and mailroom when required (i.e., lunch breaks, absences, vacation).
- Develop a catering option “menu” for boardroom requests. Maintain a record of all catering orders, including vendor, cost, cost allocation details (client-mater & lawyer), attendees, etc.
- Setup beverage and catering related items as required.
- Provide ad-hoc technical support (i.e., videoconference set-up) in the absence of the Client Services/Technical Support Coordinator.
- Daily tidying and organizing of kitchen, lounge, and other common areas.
- Perform weekly stock checks and coordinate kitchen inventory and coffee supplies through appropriate vendors. Restock and distribute inventory as required.
- Process daily bank deposits for general and trust cheques.
- Sort and distribute incoming courier packages; perform post office runs as required.
- Photocopy, sort and prepare binders for large jobs as requested. Arranges outsourced copying as necessary.

ATTRIBUTES & EXPERIENCE

- Minimum 1-2 years related experience within a law firm or professional services environment.
- Working knowledge in Microsoft Office (Word, Excel, PowerPoint).
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Excellent organizational skills with the ability to plan, prioritize and manage time effectively.
- Ability to work well independently and collaboratively within a team environment.
- Excellent communication (verbal and written) and interpersonal skills.
- Exceptional attention to detail.
- Ability to follow instructions and standard work processes to perform routine tasks.
- Ability to lift at least 75 pounds.
- Flexibility to work overtime when necessary.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Jocelyn Harris (jyharris@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.