

Office Services Clerk

We have a dynamic team of staff who are highly motivated with strong team spirit to provide exceptional support to our lawyers and clients. We are currently recruiting a full-time Office Services Clerk in our Edmonton office.

Position Overview:

Reporting to the Manager of Human Resources, our Office Services Clerk is responsible to provide a variety of clerical and administrative tasks to the firm as well as reception relief. Other responsibilities include organizing incoming/outgoing mail and couriers, distributing mail including incoming faxes; processing large photocopy jobs; destroying and closing files; ordering supplies; office equipment maintenance; meeting set-ups. This role is also primarily in charge of keeping the office facilities in order and maintaining supplies and appliances/equipment in our kitchens, business centers and offices.

Our Ideal Candidate:

- Is a strong team player with a positive work ethic and attitude
- An individual who enjoys working in a fast paced environment
- Demonstrates solid time management and organizational skills
- Possesses strong customer service skills both internally and externally
- Has excellent verbal and written communication skills
- Is highly motivated and detail oriented
- Is able to handle multiple tasks efficiently and work well independently
- Maintains professionalism, confidentiality and discretion

Key Qualifications and Education:

- Post-secondary diploma or certification in office administration, with successful track record fulfilling administrative roles
- Minimum 1-3 years of experience in a professional services environment, law industry experience would be an asset
- Must be able to lift 40 lbs.
- Strong computer skills including knowledge of Microsoft Office Suite i.e. Outlook, Word, Excel, PowerPoint as well as a document management system

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Proven high quality of service and commitment to our clients and each other
- Competitive compensation and benefits package

MCLENNAN ROSS

LEGAL COUNSEL

Office Services Clerk

Career Package:

We offer a challenging and progressive work environment together with an excellent and competitive salary/benefits package commensurate with qualifications and experience.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources
600 McLennan Ross Building
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4
E-mail: HR@mross.com

About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

Our Values:

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

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3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at mross.com.