

OFFICE SERVICES CLERK

This is an opportunity to team up with friendly, dynamic and collaborative team. We are currently seeking a full-time Office Services Clerk to join our team. The hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. The successful candidate will have 1-2 years office experience, be energetic, flexible, highly motivated and driven to succeed.

WHAT YOU'LL BE DOING

- Monitor office and/or department workflow policies and procedures to ensure maximum efficiency
- Maintain systems to track and/or monitor various services and communicate status
- Provide ongoing direction and support to team members and to meet/complete imposed deadlines
- Monitor office supply inventory levels and submit purchase orders to various vendors
- Receive, sort and distribute all incoming mail and process all outgoing correspondence
- Provide internal runs to distribute internal and external correspondence
- Ensure appropriate postage disbursements are entered accurately into the cost recovery terminal
- Process and dispatch daily courier request and Xpress Post (registered) based on the individual needs
- Follow up on any misdirected and/or delayed courier shipments and relay information back to appropriate staff member to ensure requested delivery criteria is met
- Perform general office duties such as typing, photocopying, faxing and printing reports
- Work to ensure that equipment is in good working condition and arrange for required servicing to reduce and/or eliminate downtime
- Work to copy (burn) requested image/data as requested to CD and ensure appropriate cost recovery of same
- Collect, sort, prepare and scan documents; label and enter documents into the computer system; prepare files and forward documents for recycling and/or shredding
- Provide assistance with the movement of boxes, files, furniture, etc. as may be required
- Provide coverage to housekeeping as may be required
- Work with Receptionist to ensure requested services are available in board/meeting rooms (table set up, extra seating, audio/visual, etc.)

WHAT WE ARE LOOKING FOR

- Strong organizational skills and attention to detail
- Enthusiasm for providing outstanding customer service
- Willingness to work independently and as part of a team
- Great level of flexibility to work in different areas on short notice
- Presents himself/herself in a highly professional, competent manner
- Proven ability to thrive in a fast-paced team-oriented environment
- Highly organized, detailed and multi-task oriented, with the ability to balance priorities
- Hands-on, team player and able to jump into diverse roles

WHAT YOU BRING

- Excellent written and verbal communication skills
- Strong interpersonal skills with the ability to work independently and within a team environment
- Ability to work calmly under pressure and juggle multiple tasks in a fast-paced and time sensitive environment
- Solid decision making and problem solving skills coupled with a willingness to learn and to adapt to changing demands
- Proven ability to take initiative as well as follow instructions and adhere to strict deadlines
- Personable, helpful, and incredibly organized and enjoy collaborating across teams
- Ability to lift and move up to 25 pounds
- Ability to stand or walk for an extended period of time, and bend and reach as necessary

WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people's skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

Compensation + Benefits

- Competitive salary with structured annual reviews
- BC medical services plan, extended health and dental coverage
- Employee and family assistance program
- Life and accidental death and dismemberment insurance
- Short and long-term disability insurance
- Paid or banked overtime
- Vacation time, sick time and personal time allotment

Work Perks

- Firm social events
- Casual day every Friday
- Continuing education/tuition allowance
- Group RRSP plan with matched contributions

Work / Life Integration

- Robust health and wellness program
- Fitness program annual subsidy
- Sports teams
- Recognition of service milestones
- Personal days to help balance outside commitments

WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We're a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm's lawyers and staff and creating an inclusive environment in which everyone can flourish.

APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Kerri Garner.

Kerri Garner
Director of Human Resources
E: kgarner@harpergrey.com
P: 604.895.2857

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We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Kerri Garner.

We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.

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If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!