

LIBRARY ASSISTANT (CONTRACT)

If you're looking for a challenge and a chance to grow your career alongside the best and brightest in the industry, you'll find it at Harper Grey. We are seeking a highly motivated and collaborative individual to assume library and administrative duties as part of a small library team. This is a full-time 6-month contract position from July 2021 to January 2022 with the possibility of a further contract extension. Remote and in-office work will be Monday to Friday with hours to be determined upon employment. The position provides an opportunity to work with a vibrant and team-oriented group of people.

WHAT YOU'LL BE DOING

- Provide document delivery services for lawyers and students
- Facilitate locating research resources from outside of our collection
- Process current awareness materials and maintain routing lists
- Track and circulate various updates, newsletters and similar materials
- Catalogue legal and medical materials using DB/Text, including digitization of historical materials
- Maintain library print collections firm-wide, including:
 - Receiving and processing incoming mail, claiming missing items
 - Processing account invoices
 - Ordering, barcoding and processing of new materials
 - Shelving, weeding, storage processing
 - Loose-leaf filing
 - Tracking down missing books, providing reports on books that may need to be replaced
 - Ensuring library spaces are orderly and welcoming
- Oversee library circulation
- Perform reference duties as assigned and provide back up for the Librarian, as needed

WHAT WE ARE LOOKING FOR

- Masters of Library and Information Science Degree, Library Technician Degree or equivalent
- Minimum of two-years' working in a law library or professional firm preferred
- Knowledge of legal research resources including Westlaw, Proview, Lexis Advance, CanLII
- Proficient in case law, legislation and secondary source searching
- Experience with medical literature searching would be an asset
- Proficiency with Microsoft Office applications and library automated systems software (DBText)

WHAT YOU BRING

- Commitment to providing first-rate level of knowledge and prompt quality service to internal stakeholders
- Excellent communication (verbal and written) and interpersonal skills with the ability to listen effectively and respond appropriately
- Excellent organizational skills with a strong attention to detail to produce high quality and accurate work
- Ability to work effectively both independently and as a contributing member in a team environment
- Willingness to learn and to adapt to changing demands
- Ability to prioritize tasks by deadline, work calmly under pressure and manage a high volume of work in a fast-paced and time sensitive environment
- Ability to maintain strict confidentiality regarding the firm and its clients
- Professional, positive and can-do attitude

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 annual reviews
- Paid or banked overtime

Work Perks

- Firm social events
- Casual day every Friday

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 Andrea Kotzo.

Andrea Kotzo
Human Resources Manager
E: akotzo@harpergrey.com
P: 604.895.2906

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 Andrea Kotzo.

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.

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