

## ADMINISTRATIVE CLERK – HEALTH LAW

We are currently seeking a professional, driven, and energetic Administrative Clerk to support our Health Law group. The position provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will ideally have 1+ years of experience working in a corporate environment. We are looking for someone who is a self-starter, who thrives in a fast-paced and rewarding team environment.

### WHAT YOU'LL BE DOING

- Maintaining files, including opening and closing files and keeping paper and electronic files up-to-date
- Scanning correspondence to the document management system
- Requesting and sending out cheques
- Organization of documents and medical records in binders
- Assist with organizing meetings and scheduling appointments
- Preparing expense reports
- Other general administrative duties as required

### WHAT WE ARE LOOKING FOR

- 1+ years of experience in a clerical or administrative capacity
- A strong orientation to delivering a superior standard of service
- Strong technical skills including Outlook, MS Word and MS Excel
- Completion of an accredited Legal Administrative Assistant or legal studies program considered an asset

### WHAT YOU BRING

- Strong written and verbal communication skills in English
- Detail oriented with excellent proof reading, writing, spelling and grammar skills
- Strong interpersonal skills and the ability to build rapport with clients and internal stakeholders
- Solid work ethic and team player
- Highly organized and multi-task oriented, with the ability to balance priorities and produce quality accurate work
- Proven ability to take initiative as well as follow instructions and adhere to strict deadlines
- A polished and professional image and demeanor

### 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
- 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 Andrea Kotzo.

Andrea Kotzo  
Human Resources Manager  
E: [akotzo@harpergrey.com](mailto:akotzo@harpergrey.com)  
P: 604.895.2906

We'd like to thank all applicants, however, only those under consideration will be contacted. We wish you every success.