

## OFFICE SERVICES CLERK

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 currently seeking an Office Services Clerk to join our team. The hours for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. and provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will have a minimum of 1 years' office experience, be energetic, dependable, flexible, highly motivated and driven to succeed.

### WHAT YOU'LL BE DOING

- Receive, sort, and distribute all incoming mail and process all outgoing correspondence
- Provide internal runs to distribute internal and external correspondence
- Process and dispatch daily courier requests 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 team member to ensure requested delivery criteria is met
- Perform general office duties such as typing, photocopying, faxing, and printing reports
- Provide back-up for Reception, including:
  - greeting clients
  - processing incoming calls
  - routing incoming faxes to appropriate individuals
  - coordinating boardroom bookings
- Provide assistance with catering, including:
  - ensuring boardrooms are prepared in advance for meetings,
  - ensuring coffee stations and lounges are well stocked
  - ensuring servery, breakrooms, kitchens, microwaves, and refrigerators are kept clean and tidy
  - loading/unloading dishwashers throughout the day, as needed
- Collect, sort, prepare and scan documents; label and enter documents into the computer system; prepare files and forward documents for recycling and/or shredding
- 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
- Monitor office supply inventory levels and submit purchase orders to various vendors
- Ensure appropriate postage disbursements are entered accurately into the cost recovery terminal

### WHAT WE ARE LOOKING FOR

- Minimum of 1 year office experience
- Commitment to providing outstanding customer service to clients and internal stakeholders
- Proven ability to thrive in a fast-paced team-oriented environment
- Highly organized and multi-task oriented, with the ability to balance priorities
- Great level of flexibility to work in different areas on short notice
- Proven ability to work with minimal supervision
- Professional appearance and demeanor
- Ability to perform physical aspects of the position, including: standing, walking, kneeling, pushing, pulling, lifting and carrying up to 25lbs

### WHAT YOU BRING

- Ability to work effectively both independently and as a contributing member in a team environment
- Strong communication and interpersonal skills with the ability to listen effectively and respond appropriately

- Solid work ethic with excellent organization, time management skills and a dependable nature
- Ability to take initiative as well as follow instructions
- Ability to work calmly under pressure and doesn't get frazzled easily
- Roll up your sleeves attitude – no job is too big or too small!

## 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)

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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!!*