

ADMINISTRATIVE CLERK – HEALTH LAW

We are currently seeking an Administrative Clerk to join our Health Law group. The position provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will have a minimum of 2 years' experience working in a corporate professional services environment. We are looking for someone who is a self-starter with professional communications who thrives in a fast-paced and rewarding team environment.

WHAT YOU'LL BE DOING

Primary duties and responsibilities

- Completing new business procedures
- Preparing conflict searches and assessing any potential conflicts
- Preparing Client Identification Verification ("CIV") information
- Opening files in 3E accounting system
- Preparing various correspondence including letters, emails, etc.
- Liaising with appropriate lawyer(s) and Legal Administrative Assistant(s) regarding all new business-related documents
- Saving file-related documents to the document management system
- Discussing file assignments with the Practice Group Chair(s)
- Other related general administrative duties or ad hoc projects, as needed

Secondary duties and responsibilities

- 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

WHAT WE ARE LOOKING FOR

- Minimum two years of administrative experience in a professional or medical office environment
- Completion of an accredited medical office assistant program or Bachelor of Science degree considered an asset
- Strong knowledge of medical terminology considered an asset
- Proficient technical skills including Word, Excel and Outlook
- Keyboarding at a minimum of 60wpm

WHAT YOU BRING

- Commitment to providing first-rate and prompt quality service
- Ability to maintain strict confidentiality regarding the firm, its clients and any related matters
- Excellent communication (verbal and written) and interpersonal skills with the ability to listen effectively and respond appropriately

- Ability to develop and build strong relationships and rapport with lawyers and legal assistants
- 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
- Solid work ethic and team player
- A 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
- Proven ability to take initiative as well as follow instructions
- A polished and professional image and demeanor with a positive 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 structured annual reviews
- Extended health and dental coverage
- Employee and family assistance program
- Maternity/Parental leave top up plan
- 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 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.

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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.

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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!!