



General Office Clerk

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife, known for its practical, strategic, approach to legal and business problems. The firm is recognized and respected by its peers in legal and business publications and was recently named one of BC's Top Employers for 2021. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is seeking a **General Office Clerk** to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work in our **Food Services, Reception and Office Services Department**. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

Standard Responsibilities:

- Organize and set-up boardrooms, before and after meetings (Including catering set up and take down after special events.)
- Coordinate catering orders for internal meetings and the daily coffee cart
- Deliver excellent service to staff on the daily coffee cart around the office
- Maintain supplies around the coffee stations/lunchroom and stock areas when they are low (This also includes cleaning and upkeep of these areas on a daily scheduled basis.)
- Answer incoming telephone calls, determine the purpose of the caller, and forward the call to the appropriate person
- Greet visitors and direct them to the appropriate boardroom or office
- Assist in activating and deactivating security access cards for new and departing staff
- Perform other administrative duties as assigned

Qualifications:

- Minimum of 1 year experience in a professional environment (deliveries desk/food services or reception) is an asset
- Proficient in Microsoft Office
- Outstanding interpersonal and customer service skills
- Ability to multi-task, meet deadlines and solve problems in a fast paced environment
- Ability to work independently as well as part of a team
- Pro-active and service oriented approach is a must
- High School Diploma or equivalent

If you are a professional, motivated hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to our Office Services Manager, Sandra Williams at swilliams@lawsonlundell.com.



Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits:** extended health, dental, vision, out of country, life, AD&D
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end bonuses and an employee referral bonus program
- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- **Flexible work hours**
- **Awards:** long term service and bonus vacation awards

What to expect

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level
- A commitment to providing a discrimination-free and harassment-free workplace environment

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.