



Hospitality Coordinator

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife, who is 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 2022. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is seeking a Hospitality Coordinator to join our Vancouver office. The successful candidate is an enthusiastic, hardworking individual who would like to work in our busy Hospitality Department. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

The Hospitality Department is responsible for attending to client meetings and events, including catering set-up and take down, and providing service to Boardrooms and In-house meetings. The department orders supplies for and stocks our Coffee Stations throughout the firm (8 in total; including our Staff Lunchroom), as well as cleaning, housekeeping, and upkeep of the kitchen facilities on a daily, scheduled basis.

Standard Responsibilities

- Stocking and Cleaning 8 staff kitchens on a daily timetable also including the Coffee Machines.
- Loading & emptying the Dishwashers in the Staff Lunchroom
- Stocking and maintaining Boardrooms with appropriate dishware and supplies
- Meeting set-up, including making hot beverages, setting out catered food for meetings, and keeping track of the meeting schedule to ensure meetings start and end on time.
- Liaising with outside vendors and caterers; and ordering firm kitchen stock and supplies.

Qualifications

- Minimum of 1 years' experience, within a similar role, in a professional environment is considered an asset
- High school diploma or equivalent
- 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 is a must
- Strong communication skills
- Proficiency in Microsoft Office
- Ability to lift up to 20 lbs when unpacking boxes/supplies



Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits** (50% covered by the employer): 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 (bonuses & extra vacation)

If you are interested in becoming part of our dynamic environment and would like to apply for this position, please submit your resume with a covering letter to the attention of **Sandra Williams, Office Services Manager** at swilliams@lawsonlundell.com.

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

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