

## JOB DESCRIPTION

**Position Title: Facilities Coordinator**

**Reporting To: Administrative Services Manager**

**Position Type: Full-Time, Permanent**

Torkin Manes LLP is a vibrant, growing, medium-sized, full-service law firm located in downtown Toronto. We are proud to have been recently recognized as the #1 ranked Ontario regional law firm by *Canadian Lawyer*. Our 100+ lawyers practice in all areas of business law and litigation.

We are currently looking for a Facilities Coordinator to join our team!

### **Position Summary:**

The Facilities Coordinator is responsible for liaising with building management and third party vendors to ensure the building, furniture, equipment, supplies and the Firm's office space is maintained in accordance to the Firm's standards. Reviews and maintains the Firm's office furniture and equipment inventory. Provides administrative assistance to a variety of practice areas/departments.

### **Responsibilities:**

- Liaises with building management. Addresses office building maintenance concerns and reviews building maintenance issues (lighting, heating, electrical, cleaning), freight elevator booking for shipping/receiving and co-ordinates after-hours needs, etc.
- Arranges office carpet cleaning and furniture maintenance and repairs. Schedules cleaning/office repairs as appropriate with third party vendor.
- Reviews and records furniture/office equipment inventory. Orders and replaces furniture/office equipment as needed and replaces worn items as required.
- Works with outside service providers to ensure full functionality and service of water cooler, coffee service/machines and vending machine.
- Orders and stores snacks, cookies, pop, juice and beer/wine for internal Firm events. Orders other general housekeeping supplies as necessary.
- Reviews kitchen equipment/utensil, supply/inventory. Orders and replaces utensils/equipment as necessary.
- Provides guidance to the Hostess to ensure maintenance and clean-up of kitchens meets Firm standards.
- Oversees internal office moves to ensure furniture and specific office set-up is co-ordinated to meet the satisfaction of the user. Cleans and reviews office space and workstations prior to a lawyer/staff take possession of the office space.
- Provides ergonomic assessment assistance, as required.
- Orders name plates for new hires.

- Assists with the logistical aspects of departmental meeting room set-up, for large internal office meetings, seminars, workshops and events.
- Reviews outstanding health and safety issues as identified by the Health and Safety Committee.
- Prepares, review, and/or edit various forms of correspondence such as letters, invoices, presentations, publications, and reports.
- Assists various practice groups with records management and file clean-up as necessary.
- Photocopies and organizes documents for distribution, mailing, binding, and filing.
- Accurately processes files correspondence, invoices, and receipts.
- Maintains a high level of confidentiality in all interactions .

**Other:**

- Provides administrative support when required.
- Other duties as assigned

**Backup:**

- Provides backup assistance to the Receptionist. Answers main switchboard and responds to queries professionally. Redirects telephone calls and relays messages to Firm members.
- Provides backup assistance to Records Management, and Hostess as needed.

**What You Offer:**

- High school diploma
- 5 years' experience working in a fast-paced, client-service, professional environment.
- Previous work in a legal/corporate environment is an asset
- A positive, professional, upbeat personality with strong interpersonal skills. Able to interact with clients and Firm members in a sensitive, tactful, diplomatic and professional manner.
- Possesses strong time management skills. Able to meet deadlines and juggle multiple priorities with ease.
- Able to complete tasks independently. Takes initiative to complete assigned tasks with limited supervision and demonstrates pride in work, to meet the expectations of the Firm.
- A pro-active team player. Possesses the ability to interact with all members of the Firm to meet Firm/client needs.
- Able to make good decisions. Uses judgement to prioritize and manage conflicting demands to meet the needs of clients and Firm members.
- Possesses basic Microsoft Office skills (Word, Outlook, Contacts). Eager to learn new skills and adapt to new technology.
- Familiarity with working within a Document Management System is an asset.
- Be comfortable with being able to lift up to 40-50 lbs.

### **Success in this role means:**

- Conducts oneself in a manner consistent with Firm Values and promotes a respectful and positive work environment.
- Provides excellent client service to meet expectations of both internal and external clients.
- Exhibits strong ability to ensure all Firm policies and control procedures are adhered.
- Able to resolve day-to-day issues independently, escalating issues where appropriate.
- Demonstrates excellent technical skills and ability to learn new software and processes.
- Is proactive and works with the team by assisting where required and shares knowledge in a clear and concise manner.
- Contributes to the department by working efficiently and identifying ways to improve processes
- Able to earn the respect of Lawyers and co-workers.
- Ability to be flexible with regards to hours during busy periods to meet the demands of the role.
- Discretion and confidentiality is essential to this role and required at all times.

### **What We Offer:**

- Competitive base salary
- Comprehensive benefit and insurance plans, with HSA
- RRSP plan with employer contributions
- Fitness Benefit
- Education assistance

If you are motivated and looking to excel, please submit your resume in confidence to:

[hr@torkinmanes.com](mailto:hr@torkinmanes.com)

*Torkin Manes LLP is a proud member of the Law Firm Diversity and Inclusion Network (LFDIN) and an employer partner of the Canadian Centre for Diversity & Inclusion (CCDI). We are an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please contact Nazli Ghafoori, HR Manager, by email at [nghafoori@torkinmanes.com](mailto:nghafoori@torkinmanes.com) or by phone 647-417-5311, and we will work with you to meet your accessibility needs.*