



DEVRY SMITH FRANK *LLP*
Lawyers & Mediators

Job Posting
Operations Coordinator
Permanent, Full time

Devry Smith Frank LLP is a mid size law firm with offices in Toronto, Barrie and Whitby. We are seeking an Operations Coordinator to join our busy team. This position will provide support and assist with the day-to-day maintenance and operation of our Barrie office and additional offices located in Midland, Innisfil, Haliburton, Toronto and Whitby. In addition, the incumbent is responsible for coordinating and supervising leasehold improvements and renovation and construction, performing minor repairs and improvements to the premises to ensure a safe, functional and clean work environment. The successful candidate will be required to respond to emergency/critical situations with an appropriate level of urgency and escalate to the appropriate staff as necessary on a timely basis.

The successful candidate must possess the following qualifications:

- High school diploma
- Proficiency in Microsoft Office Suite
- Excellent interpersonal skills with the ability to interact with employees, contractors and service providers.
- Ability to effectively manage and prioritize multiple responsibilities with competing priorities.
- Ability to apply critical thinking and troubleshooting skills to develop solutions and resolve issues.
- Ability to travel to multiple locations
- Excellent organizational skills, attention to detail and willingness to take initiative on improving current set up

The successful candidate will be responsible for:

- Ensuring the safe day-to-day operation of the premises in all three locations
- Maintaining interior and in some instances exterior conditions, appearance and operation of all premises at optimal levels
- Coordinating the moving and transport of law practice assets, furniture etc. as well as assets purchased from time to time
- Assisting with routine inspections of the facilities and equipment and communicating any deficiencies and providing suggestions for enhancement or repair.

- Responding promptly and courteously to facility service requests from all DSF locations and performing preventative and corrective maintenance in a timely manner.
- Performing minor repairs and preventative maintenance tasks related to the building, furniture and equipment, including advising when a task is best handled by an outside contractor.
- Organizing, implementing and maintaining cleaning and maintenance schedules.
- Working with vendors to obtain quotes for work projects and organizing/overseeing the work for contractors and vendors.
- Ordering and maintaining necessary supplies for office stationary and cleaning supplies for all three locations.
- Coordinating with other office locations on daily/weekly basis regarding any office/cleaning/maintenance needs.
- Reception coverage when needed and occasional travel to other two locations for the same.
- After hours work and alternate office work may be needed.
- Performing other duties as assigned from time to time.

To apply, please email your resume to Yousra.Sabil@devrylaw.ca. Please quote "Operations Coordinator" in the e-mail subject line. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Devry Smith Frank LLP is an equal opportunity employer and is committed to creating and preserving an accessible, supportive and inclusive environment.