

Job Duties

Office Coordinator

We are seeking a reliable and organized Office Coordinator to join our team full-time, working onsite in downtown Toronto. The ideal candidate will have strong administrative and management skills, excellent communication, and the ability to multitask in a fast-paced environment while maintaining confidentiality and professionalism. The position reports to the Director of Operations.

Key Responsibilities

- Manages overall office cleanliness and prepare spaces for meetings and in-house events
- Act as first point of contact for clients, visitors, and general office needs
- Help coordinate and manage office events, team-building activities, fundraisers, and firm campaigns
- Coordinates catering, technology setup, and meeting materials for events and meetings
- Assists in tracking ongoing projects, and operational initiatives
- Responsible for attendance management and tracking
- Prepares, formats, and edits documents, correspondence, reports, and presentations, as necessary
- Prepares meeting agendas and distribute follow-up actions
- Coordinates calendars where necessary, including scheduling meetings and appointments
- Tracking and sending out team birthday wishes
- Manages relationship with various vendors, including scheduling service calls and tracking progress
- Drafts, proofreads, and send internal and external communications, including firm-wide notices and updates
- Back up for website updates, including employee profiles, job postings, and announcements
- Helps ensure internal communications are organized and visually clear

- Organizes onboarding/offboarding and orientation activities for new employees
- Maintains confidential HR files, employee-related documents, and timekeeping records
- Responsible for the management and processing of payroll
- Manages group benefit inquiries
- Maintains and helps update guideline protocol manuals
- Responds to telephone and email inquiries and directs them appropriately
- Sorts and distributes incoming mail; prepares and assembles outgoing courier and registered mail packages
- Tracks and confirms incoming and outgoing fax activity
- Monitors and orders office supplies to ensure inventory is well-stocked

Qualifications:

- 1–3 years of office coordination or management experience preferred
- Strong organizational, multitasking, and time-management skills
- Excellent written and verbal communication skills
- Discretion and ability to handle confidential information with integrity
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint). LEAP an asset
- Experience with calendar management and scheduling tools
- Familiarity with document management systems (e.g., Primafact) is an asset
- Comfortable coordinating events and liaising with vendors
- Ability to work independently and collaboratively in a fast-paced office environment
- Detail-oriented with strong problem-solving skills
- Customer service management an asset
- Must be available to work full-time, in the office 5 days/week.

Please submit your application to our Director of Operations, Mary DaRosa at mdarosa@schultzlawgroup.ca.

We are committed to providing an inclusive work environment comprised of diverse perspectives, cultures and identities. We welcome applications from all candidates, including applicants with disabilities. If during the recruitment process you require accommodation, please contact our Director of Operations, Mary DaRosa.

We thank all candidates for their interest, however only those selected for further consideration will be contacted.