



OPERATIONS – ADMINISTRATIVE LEADER

Reports to: Partners Ed Babin, Ellen Bessner and Cynthia Spry

Location: Downtown Toronto

Are you looking for ...

- an opportunity to drive operations in a leadership position where you can make a difference to the development of the firm?
- a culture that emphasizes teamwork, excellence, and personal fulfilment?

If so, Babin Bessner Spry LLP may be just the right career move for you.

About Us:

Babin Bessner Spry is a boutique litigation firm practicing primarily business litigation. We were named one of Canada's top 10 Litigation Boutiques in two recent national rankings by Canadian Lawyer Magazine.

At Babin Bessner Spry, we are committed to bringing our experience, creativity and dedication to every client and every case. We are also committed to our people.

The Position:

The Operations – Administrative Leader (title to be determined) will be in charge of all aspects of the firm's administrative and financial operations. The ideal candidate must have experience leading the management of an office including all of the day-to-day business operations. In this role, you will work closely with the partners to set firm strategy and policies.

Who will you report to?

You will report to the three partners of the firm.

Ed Babin and Cynthia Spry have diverse commercial litigation practices, which include corporate/commercial and securities litigation, shareholder disputes, director and officer liability, and competition law, as well as a variety of public interest and pro bono matters.

Ed has been recognized for many years as one of the top commercial litigation and trial lawyers in the country. Cynthia is also a highly ranked commercial litigator, and is often recommended as conflicts counsel by many of the largest law firms in Canada.

Ellen Bessner practices almost exclusively in regulatory matters and litigation for securities dealers and investment advisors. She is an experienced, highly respected commercial litigator, known for her determination and common-sense advice.

Please see each partner's full bio on our web site at www.babinbessnerspry.com

Key Responsibilities

Human Resources:

Recruiting, on-boarding and manage staff

Oversee administration of the firm payroll and health benefit programs

Track vacation and absent days

Financial:

Reconcile accounts monthly /oversee bookkeeper

Understand trust accounts as well as Law Society accounting guidelines

Generate and complete monthly billing

Manage AR and AP

Send electronic payments (wire, EFT, E-transfer)

IT Systems and Resources:

Manage existing technology and technology providers to maximize efficiency and effectiveness of all staff and lawyers

Project management of new software implementation

Facilities Administration:

Ensure physical office space is professionally maintained

Order supplies as needed

Manage suppliers

Marketing/Advertising/Event Planning:

Oversee all firm marketing initiatives including event planning, distribution lists, newsletters, website and social media

Key Success Predictors

1. Communication Skills:

You have excellent written and verbal communication skills. You are able to clearly articulate your ideas and recommendations. You have the ability to keep the partners updated on any key developments, and request feedback and/or direction.

2. Teamwork:

You welcome the opportunity to work as a team with partners, associates, clerks and assistants. You show leadership. You value every voice at the table. While you are confident and capable of working independently, you are also able to collaborate effectively with lawyers and support staff.

3. Technical skills and knowledge:

You are skilled and thorough with managing all aspects of Financial Reporting, Transactions and Records with precision. You have strong knowledge of software/IT requirements and ability to manage technology vendors. You are fluent in Microsoft Office and have knowledge of or the ability to learn, legal desktop software such as PCLaw and/or Soluno. You have a thorough knowledge of, or the ability to learn, employment policy practices as well as Law Society requirements and guidelines.

4. Organizational skills:

You are proactive, exceptionally well-organized, detail-oriented and ensure all follow up and tasks are completed before deadlines. You function well in a busy environment and

you can juggle multiple tasks. You are able to manage priorities effectively. You are ready to pivot as needed. You are reliable.

5. Business Acumen:

You have the ability to plan and execute every project. You understand the financial elements of business. You are able to quickly understand and deal with any situation or requirement as needed by the business. You exhibit excellent judgement.

6. Cultural Fit:

You work well in a collaborative environment where everyone is a valued contributor. You are keen to learn and can grasp and apply new concepts quickly. You work well in a friendly, supportive environment both independently and as part of a larger group.

Timing

Immediate

For further information, please contact:

Merle Rodier - SimartSearch@gmail.com