

CAVALLUZZO

JOB POSTING

Position Available: Office Services Clerk

Date Available: Immediately

Job Summary:

Responsible for expediting work orders requested by firm members in a timely and efficient manner. The office services clerk must be capable of working independently and collaboratively, exercising initiative and judgment and have the ability to prioritize the assignments and duties of the position. Intermediate computer skills, ability to use general office equipment including photocopiers, fax machines, postage meters and any other office equipment as necessary are required. This position involves a high level of physical activity.

Primary Activities:

- Information Technology:
 - Support for all printer configurations and printing issues, including minor hardware repairs (rollers, trays);
 - First level support for Xerox / Canon maintenance, repairs, and trouble calls;
 - Assist with the setup and take down of video conference equipment, laptops and projectors;
 - Quality check on laptop setups during onboarding and reviewing setup with new hires;
 - Assist with cell phone setup for onboarding purposes;
 - Assist with maintenance of IT inventory;
 - Assist firm members with Zoom bookings;
 - Assist firm members with DocuSign bookings;
- Administration
 - Assist the Admin Department with the scheduling of events and the setup of same;
 - Assist the Admin Department with administrative support;
 - Opening and Closing of internal files.
- Photocopying:
 - Maintenance and operation of Xerox/Canon copiers and binding equipment; and
 - Photocopy assignments.
- Faxing and Mail:
 - Maintenance of fax equipment.
 - Maintenance of Pitney Bowes Digital Mailing System.

- Mail Processing:
- Process, weigh and post outgoing mail according to instructions.
- Arrange for special delivery and registered mail; and
- Deliver faxes and mail.
- Office Supplies and Kitchen Supplies:
 - Purchase and maintain inventory of necessary office and kitchen supplies.
 - Order office supplies from catalogues and online and ensure competitive pricing on supplies.
 - Restock supplies upon delivery.
 - Review requisition orders for accuracy and verify that materials, equipment, and stock are not available from current inventories.
 - Obtain price quotations and prepare purchase orders.
 - Contact suppliers to resolve shortages, missed deliveries and other problems; and
 - Prepare and maintain purchasing files, reports, and price lists.
- Premises:
 - Moving of boxes and furniture when required; and
 - Monitoring temperature on all floors.
 - Maintenance and quality checks of premises.
- Meeting Rooms - Set up and clean up after meetings.
- Assist Accounting Department with data entry and daily banking activities.
- Reception relief duties.
- Perform miscellaneous errands; and
- Perform all other assigned duties.

Knowledge, Skills, and Attributes:

- A high school diploma is required for the position.
- Strong organizational and multitasking skills are required.
- Effectively works in a team environment or independently, as the situation requires.
- Excellent customer service skills (oral and written communication);
- Demonstrate discretion and effectively manages confidential information.
- Demonstrate sound work ethics.
- Respectful, honest, and trustworthy.
- Demonstrate initiative and diligence.
- Ability to work overtime from time-to-time;
- Ability to work well under pressure; and
- Knowledge of and complies with all CSMC policies and procedures.

Working Conditions:

- Physical demands of this position may require the incumbent to spend many hours standing, walking, bending, working on photocopiers and related equipment, and lifting heavy books or boxes weighing up to 50 lbs.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an

exhaustive list of all responsibilities and activities of the position. The responsibilities of this position may be altered from time to time and may be dependent on the level of experience or assignment of the office services clerk.

Cavalluzzo is committed to employment equity in the hiring process. Applications are encouraged from equity seeking groups including individuals of Aboriginal descent, racialized individuals, individuals with disabilities, and queer, gay, lesbian, bisexual and trans and non-binary persons.

Cavalluzzo is committed to providing accessible employment practices that are in compliance with the *Accessibility for Ontarians with Disabilities Act* ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Aileen Hunter at ahunter@cavalluzzo.com.

Background and Reference Checks

Any offer of employment may be conditional upon full background checks including a criminal record check, a credit check and employment and education verification. A reference check will also be conducted.

Your Application

Qualified candidates are asked to submit their application by email to hrdepartment@cavalluzzo.com. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. No telephone calls please.

NO AGENCIES, PLEASE