

CAVALLUZZO

Job Opportunity

Office Services Clerk

About Cavalluzzo LLP

Founded in 1983, Cavalluzzo LLP is a law firm distinguished by its commitment to advancing equity and social justice and its provision of excellent legal services and representation.

Cavalluzzo LLP advocates on behalf of working people, Indigenous nations and equity-seeking groups and individuals in Ontario and across Canada.

Our practice is varied – encompassing labour, public, pension, administrative, Charter, health, education, employment law and class actions, as well as professional regulation, inquiries and inquests – but our dedication to superior advocacy is constant.

We represent trade unions, professionals and professional associations, non-unionized employees, multi-employer pension and benefit plans, and other organizations and individuals, in both the public and private sector, assisting them with day-to-day legal problems as well as long-term legal and policy strategies.

You can meet our team [here](#).

About The Role

We are seeking a highly organized and adaptable person to provide administrative, technical, event and office support across the firm as an **Office Services Clerk**.

Reporting to the Manager of Operations, this unionized, **in-office role** is a dynamic mix of administrative activity and coordination, information technology, event and facilities coordination, and day-to-day operational support that helps keep our firm running smoothly. The ideal candidate is detail-oriented, software savvy, thrives in a fast-paced environment, enjoys variety in their work, and takes pride in ensuring that people and systems are set up for success.

Key Responsibilities

Administrative and Event Support

- Assist the Admin Department with scheduling and setup of firm events, including participation in the Social Committee, when required.

- Complete complex photocopying, printing and binding assignments for firm members.
- Process daily incoming and outgoing mail, arrange special deliveries and registered mail.
- Open and close internal legal files.
- Support the Accounting Department with data entry and banking activities.
- Provide administrative support to the Admin Department and Legal Assistants, as required.
- Provide Reception support and relief, as required.

IT and Technical Support

- Provide first level support for printers and copiers, including configurations, minor repairs, maintenance coordination, and troubleshooting.
- Setup and dismantle video conference equipment, laptops, and projectors for internal and external meetings.
- Operate and maintain the Pitney Bowes Digital Mailing System.
- Support onboarding by conducting quality checks on laptops and IT assets.
- Maintain IT equipment inventory and assist firm members with Zoom, DocuSign, and other applications.

Facility Coordination

- Purchase, track, and restock office and kitchen supplies, ensuring cost efficiency.
- Maintain purchasing records and manage supplier quotations.
- Support premises maintenance, including monitoring HVAC, light bulb replacements, moving boxes and furniture, and conducting office quality checks.
- Participate in and support the Joint Health and Safety Committee.

What We're Looking For

- Strong attention to detail, and ability to maintain accurate records and handle administrative tasks effectively.
- Excellent interpersonal communication and relationship management.

- Effective time management, prioritization and organization skills, with the ability to work independently and collaboratively.
- Strong technical skills, including the use of Microsoft 365, Adobe Acrobat, document management systems, and the ability to learn new software and office systems.
- Effectively handles sensitive or confidential information with tact and discretion.
- Professionalism, diligence, initiative, and a team-focused approach.
- Commitment to social justice and participating in a diverse, honest, respectful and mutually supportive workplace culture.
- Experience in administration with a law firm and/or professional services organization an asset.

Don't meet all the requirements? Cavalluzzo LLP considers an equivalent combination of knowledge, skills, education, and experience. We welcome your application.

Applicants must be legally entitled to work in Canada.

Accessibility and Work Environment

Cavalluzzo is committed to creating a safe, accessible, and inclusive workplace.

The physical demands of this position may require the incumbent to spend extended periods of time sitting, walking, bending, and use keyboards, including working at a computer monitor and operating office equipment such as photocopiers and printers. Occasionally, the role may involve lifting boxes weighing up to 50 lbs.

Our office is in a three-floor heritage building with elevator access and automated doors. Our workplace has gender-neutral washrooms on all three floors, and ergonomic options available. The building includes fluorescent lighting and ambient noise from neighbouring offices due to the age of the building. We strive to maintain a scent-free and nut-free environment.

Salary Range: \$48,573 - \$63,674 based on 35 hours a week. Starting salary will be adjusted within the range based on the successful candidates' skills and experience.

Benefits: Comprehensive benefits package, pension participation, and vacation/personal/paid-sick days entitlements.

Location: 474 Bathurst Street, Toronto, ON. The successful candidate is expected to work in office full time.

Term: Full-time indefinite; [bargaining unit](#).

Application Details

Applications will be accepted on a rolling basis until the positions are filled and will be considered up to September 23, 2025. Early application is encouraged. We invite you to submit your resumé and cover letter addressing why you would like to join our firm.

Cavalluzzo LLP is committed to equity, diversity, and inclusion within our recruitment practices, and to continue expanding the diversity of our staff team to better represent the clients we serve. We actively encourage applications from members of equity-deserving communities.

We are also committed to accessible employment practices. If you require any accommodations for the job application process, do not hesitate to contact Darcie Dyer at ddyer@cavalluzzo.com.

We thank all applicants for their interest. Candidates selected for an interview will be contacted. All applications will be kept confidential.

Attention to Darcie Dyer (they/them)
Human Resources & Administration Coordinator

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