

CAVALLUZZO

Job Opportunity

Senior Receptionist / Administrative Assistant

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 friendly and highly organized Senior Receptionist / Administrative Assistant. In this essential unionized and **in-office** role for Cavalluzzo LLP, you will report to the Manager of Operations and provide top-tier customer service, as well as administrative and accounting support for the efficient operations of the firm.

Key Responsibilities

Firm Reception and Administration

- As the face of Cavalluzzo LLP, oversees front desk operations, including but not limited to in person, phone and email inquiries and intake screening, maintaining a welcoming and organized office environment, and ensuring excellent client service and visitor experiences.
- Books in person and digital appointments, meetings, and conference rooms.
- Manages incoming and outgoing mail, couriers, packages, and deliveries.
- Coordinates schedules, appointments, events, meetings and relevant calendars, as well as agendas, materials and minutes, where applicable, for firm-wide and operations deliverables.
- Follows, reviews and updates procedures for visitor logs and office security.
- Supports the coordination of tasks and projects related to premises operations, including tenant support, issue and repair resolution, and vendor management.
- Supports office policies, procedures, and routines, coordinating updates and revisions, where applicable.
- Onboards new staff members in policies, procedures, and relevant software.
- Ensures Committee representation compliance with Collective Agreements; tracking and managing membership requirements, rosters, and supporting succession planning.
- Assists with firm event and annual offsite planning, material coordination and distribution, and action item project management.
- Assists Manager(s) with firm insurance, including annual renewals, maintenance, and compliance audits.
- Assists Manager(s) with firm membership, subscription management and renewals, and regulatory compliance; acts as liaison with the Law Society and other governing bodies.
- Assists other departments with tasks like photocopying, printing, binding, opening and closing files, monthly client account letters and statements, data entry, filing, audit support, recording financial transactions, maintaining records, and document management.
- Provides back-up support for other office functions.

What We're Looking For

- Significant experience in reception and administration with a law firm and/or professional services organization; experience in a unionized environment an asset.
- A self-starter and results-driven individual with the ability to take initiative.
- Strong attention to detail, and ability to maintain accurate records and handle administrative tasks effectively.
- Excellent interpersonal communication and relationship management.
- Professionalism, diligence, initiative, and a client-focused approach.
- Effective time management, prioritization and organization skills, with the ability to work independently and collaboratively.
- A strong work ethic and high level of integrity.
- Strong technical skills, including the use of Microsoft 365, Adobe Acrobat, and document management systems.
- Ability to effectively handle sensitive or confidential information with tact and discretion.
- Adaptable to changes.
- Commitment to social justice and participating in a diverse, honest, respectful and mutually supportive workplace culture.
- Prior experience in bookkeeping and/or using Acumin accounting software 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: \$56,879 - \$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 will be expected to work at our Toronto 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 team.

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.

Darcie Dyer, Human Resources & Administration Coordinator
CAVALLUZZO LLP
474 Bathurst Street, Suite 300, Toronto, ON M5T 2S6
T. 416.964.1115 Ext.2244
E. ddyer@cavalluzzo.com