

Dolden Wallace Folick LLP was created with the sole objective of providing legal services exclusively to the insurance industry. Our firm is an industry leader in terms of expertise and experience. We defend insureds under property, liability, and a wide variety of specialty insurance lines. We also provide coverage and underwriting advice to national and international insurers, and pursue subrogated claims on their behalf. Dolden Wallace Folick LLP has repeatedly been recognized as one of the top Insurance Defence firms in Canada, with offices in Vancouver, Kelowna, Toronto and Calgary.

We offer a fun, dynamic and challenging work environment that provides you with the opportunity to make decisions and influence results. If you are interested in making your mark and contributing to the overall success of a team, this is a perfect time to apply.

We are currently searching for an **Office Services Coordinator** to join our **Vancouver office**.

The ideal candidate will have:

- Exceptional attention to detail and is adept at setting priorities
- Strong organizational and time management skills
- The capability to be an energetic self-starter who initiates and anticipates needs
- A passion for providing superior customer service to both internal and external stakeholders
- The ability to creatively solve problems, make decisions, facilitate and manage deadlines
- The knack to remain calm under pressure
- Strong communication skills both written and verbal
- A great attitude with the willingness to learn
- The ability to work both independently and within a team
- The aptitude to present himself/herself in a professional manner

Responsibilities will include (but not limited to):

- Daily mail pick up
- Processing out going mail and Legal Alt
- Processing copying, scanning, printing and binding requests
- Managing and ordering office supplies for all four offices
- Preparing work stations and ordering business cards for new hires
- Providing reception relief and vacation coverage
- Providing hosting assistance for client meetings and team events
- Maintain the tidiness of the kitchens and reception area
- Closing files and preparing them for off-site stage and retrieval
- Library and publication updates
- Assisting with marketing projects and presentations
- Updating the firm website and intranet
- Assisting with other projects as assigned

Qualifications:

- 1-2 years working in a fast paced customer service environment
- Ability to perform physical activities as required, including walking, bending, reaching, lifting a minimum of 25 lbs

- Knowledge of general office procedures
- Intermediate knowledge of MS Office applications – Word, Outlook, Excel and Power Point

We offer:

- A competitive salary and benefit package
- RRSP matching program
- Professional development & continuing education
- Work life balance
- Personal days
- Firm social events
- Long term service awards
- Casual Fridays

Please submit your cover letter and resume to:

Heather Walker CPHR
careers@dolden.com

Qualified candidates will be contacted. No phone inquiries please