



GRJ is seeking to hire an office manager. This is a permanent, full-time managerial position based in Regina.

The successful applicant will provide support to GRJ's management in all aspects of administrative duties including:

- Bookkeeping and financial management:
 - o Managing an office bookkeeping system within the strict guidelines of the Law Society of Saskatchewan including payables, receivables, bank reconciliations, client trust investments, GST and PST remittances, daily deposits, staff payroll, monthly financial reporting and year end reporting;
 - o Working with accountants to complete audit reviews and report to the Law Society;
- Human resources:
 - o Managing all aspects of staffing;
 - o Supervising support staff including hiring, training, performance reviews and management of day-to-day issues;
 - o Payroll administration including serving as administrator for employees' RRSP plan and group medical/dental/life insurance plans;
 - o Making recommendations to management on staff compensation;
 - o Assisting in policy development and enforcement;
- Operations management:
 - o Overseeing general office administration;
 - o Supervising information technology work;
 - o Engaging with suppliers to order all office supplies and furnishings as required;
 - o Verifying compliance with Law Society obligations and other applicable regulatory requirements;
- Planning and executive support:
 - o Reporting to management through GRJ's Management Committee;
 - o Developing an annual budget for management approval;
 - o Identifying and proposing opportunities to improve internal practices;
 - o Developing and monitoring key performance indicators;

Preferred attributes include:

- o Experience in the above job functions, ideally in a law office setting;
- o Attention to detail;
- o Analytical and problem-solving skills;
- o Communication and team-building skills; and

- A commitment to personal and workplace growth.

Other relevant experience and qualifications will be considered.

GRJ offers a salary commensurate with experience and qualifications, as well as benefits including RRSP, medical, dental and life insurance plans.

Interested applicants should submit a cover letter and resume in confidence to gfingas@grj.ca no later than Friday, February 15.

Please do not hesitate to contact us for further information. All inquiries will be kept confidential. Only candidates selected for an interview will be contacted.

