

Library and Knowledge Management Assistant

We have a dynamic team of staff who are highly motivated with strong team spirit to provide exceptional support to our lawyers and clients. We are currently recruiting for a full-time Library and Knowledge Management Assistant in either our Edmonton or Calgary office.

Position Overview:

Working within a team environment, the Library and Knowledge Management Assistant has responsibilities for the development and delivery of firm-wide library and knowledge management services. In addition to knowledge management work, this role also assists with research and library support to firm members. The incumbent works collaboratively to support client work and provide added value to the work of other legal professionals.

Job Responsibilities:

- Continue to build the Knowledge Management structure by organizing and curating a variety of materials including research memos, precedents, and firm presentations
- Assist with the development of precedents and forms
- Promote the use of firm precedents and other resources including ongoing revision of documents as required
- Work collaboratively to develop additional digital content for the Firm intranet and to support learning needs
- Provide consultation and research guidance and assistance to lawyers, students, and staff in the conduct of their own research
- Assist with training lawyers and students on research methods, techniques, and preferred digital resources

Our Ideal Candidate:

- Must be flexible and organized, able to work independently as well as within a team environment
- Possesses effective research and analytical skills, good judgment, high level of accuracy and strong attention to detail
- Has strong verbal and written communication skills
- Embraces new tasks and employs a problem-solving approach
- Possesses a natural sense of curiosity and is open to exploring new technology
- Has advanced experience in the MS Office suite
- Has prior experience with NetDocuments or another document management system, SharePoint, and is comfortable working with intranets

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Key Qualifications and Education:

- Library certification from an accredited institution
- Previous experience in a legal or other special library is an asset
- Ability to establish and maintain a positive working relationship with the team, the firm, and the extended library community

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Our proven high quality of service and commitment to our clients

Career Package:

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including a matching pension plan and health spending account.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources
600 McLennan Ross Building
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4
E-mail: hr@mross.com

About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

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As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

Our Values:

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at mross.com.