

Bryan & Company is a pre-eminent Western Canadian law firm dedicated to delivering a high level of legal service and acting as trusted advisors to our clients. We support our clients in achieving their goals by being practical, efficient, and responsive. We focus on the interplay that exists between business and legal disciplines in creating effective solutions for our clients.

Bryan & Company is a valued member of Ally Law, a global service network of 70+ independent law firms that help provide localized business intelligence and a global reach. Member firms are extended an invitation only after strict vetting and are continuously evaluated against rigorous service standards. Our membership with Ally Law is a testament to the quality of legal service we provide.

As we approach our centennial anniversary, the Firm is guided by a five-year strategic plan rooted in investing in talent, curating a compelling client roster, and optimizing process and tools.

Central Services Administrative Assistant

The Central Services Administrative Assistant is integral to the day-to-day operations of the firm. The Central Services team manages all incoming and outgoing mail, bank runs, file storage, office supplies, ensures the cleanliness of all common areas and provides reception desk coverage.

The successful candidate will have excellent interpersonal, organizational and time management skills and will thrive in a fast-paced work environment.

➤ **Reports To:** HR Manager

➤ **Location:** Edmonton, AB

Responsibilities

- Opening/sorting/processing and delivering incoming & outgoing mail;
- Preparing and tracking packages to be sent via couriers and/or registered mail;
- Completing bank and post office runs;
- Assisting with the opening and closing of files and processing of write-offs;
- Rotating reception coverage on a weekly basis;
- Ordering office and kitchen supplies;
- Completing daily uploads of disbursements to client files;
- Communicating with various firm vendors as needed;
- Monitoring and maintaining the cleanliness of the meeting spaces, boardrooms, reception area, kitchens, and common areas;
- Manage the firm's library resources and distribute rules of court updates; and
- Additional administrative assistance as requested by lawyers, students, legal assistants and the accounting department

Competencies

- Entrepreneurial Spirit | Proactively seeks opportunities for process improvements and cost savings. Demonstrates creativity and resourcefulness in problem-solving.
- Team Collaboration | Fosters a collaborative and inclusive work environment, promoting open communication and idea-sharing. Builds strong relationships based on trust, respect, and mutual support. Actively contributes to team success and celebrates collective achievements.
- Fun and Engagement | Contributes to a positive and enjoyable workplace by fostering a sense of camaraderie.
- Pride in Work | Takes ownership of responsibilities and consistently delivers high-quality results. Demonstrates dedication and commitment to upholding the company's reputation and ethos. Celebrates individual and team accomplishments with a sense of pride and fulfillment.
- Authenticity | Embraces individuality and brings an authentic self to the workplace. Values diversity and inclusion, fostering an environment where everyone feels respected. Builds trust through honest communication and transparent leadership.
- Forward-Looking Vision | Embraces a forward-looking approach and anticipates the needs of colleagues and team members. Anticipates future trends and challenges. Encourages a culture of continuous learning and growth.
- Adaptability | Thrives in a fast-paced and dynamic environment, remaining flexible and resilient in the face of change. Demonstrates agility in adjusting priorities to meet business needs. Encourages a mindset of experimentation and learning to drive continuous improvement.

Education & Experience

- 1-2 years previous work experience;
- Proficient with Microsoft Office Suite (Outlook, Word, Teams, Excel, PowerPoint etc.);
- Experience with Acumin (accounting software) would be considered an asset;
- Ability to thrive in a fast-paced, dynamic environment and adapt to changing priorities; and
- Certificate or Diploma in Administration or related subject will be considered an asset.

Requirements

- Must be able to lift up to 50 lbs occasionally
- This role is a full time, in-office position in Edmonton, AB

If you are interested in applying for this position, please email a copy of your resume and cover letter in PDF format to hr@bryanco.com. If you have any questions, please call 587-756-4301.



**Bryan &
company** LLP