

# Office Manager / Administrator

**Full-Time, Permanent Position**

**Location: Whitby, ON**

Byron Street Legal is seeking a full-time, permanent, **Office Manager/Administrator** to join our team in Whitby.

At Byron Street Legal, we operate on the premise that hard work brings meaningful rewards — including the opportunity to serve and work within the community where we live. We are a busy and highly efficient team providing legal services in corporate/commercial law, wills & estates, and real estate transactions.

We are looking for a detail-oriented, organized leader to join our team. The ideal candidate thrives in a collaborative environment, has excellent organizational and communication skills, and demonstrate a commitment to supporting others.

Candidates should have 5–10 years of experience managing office operations, ideally within a legal or professional services environment.

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## Key Responsibilities

Responsibilities include, but are not limited to:

- Oversee daily office operations to ensure the smooth and efficient functioning of the firm
  - Ensure smooth office workflows and client experience
  - Oversee scheduling systems and appointment management
  - Provide administrative and operational support to law clerks and lawyers
  - Assist with bookkeeping and financial administration
  - Maintain filing systems and oversee document management and retention
  - Manage vendor relationships, office supplies, equipment and facilities
  - Coordinate administrative processes and office procedures
  - Review, evaluate and implement new policies and procedures
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## Qualifications

- 5–10 years of experience in office management, operations management, or practice management (legal or professional services preferred)
- Strong leadership and team management skills with the ability to motivate and support staff

- Exceptional organizational, time management, interpersonal, and communication skills
  - Strong attention to detail
  - Proactive, resourceful, and adaptable with strong problem-solving abilities
  - Ability to manage multiple priorities in a fast-paced environment
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## Education & Technical Skills

- Post-secondary education in Business Administration, Office Management, or a related field (or equivalent experience). A bachelor's degree in business management, business administration, or accounting is an asset.
  - Proficiency with practice management and legal billing systems
    - Experience with legal-specific software such as Clio, QuickBooks Online (QBO), Teraview, and Unity/The Conveyancer is considered an asset
  - Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and web-based systems
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## How to Apply

Please submit your resume and cover letter, including salary expectations, to:

**Marilyn Short**

Byron Street Legal

 [mshort@byronstreetlegal.ca](mailto:mshort@byronstreetlegal.ca)

We thank all candidates for their interest. Only those selected for a follow-up discussion will be contacted.

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