

Assistant, Talent Services*

Reference #: ats_-_09-22-2022

Vancouver , Calgary

The offices of Borden Ladner Gervais LLP (BLG), a leading, innovative and client-focused law firm in Canada, is seeking an (location to be Calgary or Vancouver):
Assistant, Talent Services*

Purpose of the Role

As a member of the National Talent Services team, the Assistant, Talent Services will provide support to the National Talent Services team. In this capacity, they will provide national support to key talent processes.

Key Responsibilities

The key responsibilities of this role are:

- Support key talent undertakings within all national processes
- Data entry and quality control of input to the Talent Systems
- General administrative support, i.e. letter preparation, data gathering, responding to general inquiries and invoice payments
- Prepare reports and information tracking
- Responsible for administration of Talent files
- Complete special projects and provide day to day support to all Talent Services team members

Key Competencies

- Undergraduate degree/diploma in Human Resources
- Working toward CHRP designation or equivalent Human Resources experience
- Ability to effectively manage multiple priorities
- Computer proficiency in MS Office suite including Word and Excel
- Knowledge of HRIS (Workday) systems an asset
- Detail-orientated individual with good proofreading skills
- Ability to work independently and take initiative
- Excellent written and verbal communication skills
- Bilingualism (French) considered an asset
- Team player with excellent interpersonal skills

How to Apply

We thank all applicants for their interest in this position, however, only applicants selected for an interview will be contacted.

Effective June 27, 2022, BLG has suspended its current vaccine policy mandate. As the pandemic is not over, the safety of Firm members and the BLG community remains our top priority. Given the ever-evolving nature of the situation, we will continue to closely monitor health conditions and if necessary implement new measures to protect Firm members. While it is not a condition of employment, we would appreciate reviewing your most recent proof of vaccine if available. If health measures require the reinstatement of the mandatory vaccination policy, Firm members are expected to be in compliance.

Everyone at BLG is required to carry out the duties of their role while upholding the important principles of our respectful workplace policies, and treating everyone with respect, regardless of position. At BLG, valuing diversity and inclusion is key to a respectful workplace.

BLG is committed to building and fostering a workplace that is reflective of our communities, where all firm members feel included, valued, and heard. We welcome applications from all qualified candidates but acknowledge the systemic and structural barriers that have, historically, marginalized and barred certain groups from accessing employment opportunities. As part of our commitment to removing barriers to employment, we strongly encourage applications from members of these historically marginalized groups including, but not limited to, Indigenous peoples, racialized individuals, members of the LGBTQ+ community, people with disabilities and women. Accommodations are available, upon request, in all aspects of the recruitment process.

**Please note that relatives of current BLG employees and partners are not eligible for consideration.*

