

## **Coordinator, Records Management**

Miller Thomson LLP is one of Canada's fastest growing national business law firms, with approximately 500 lawyers working in offices located in Vancouver, Calgary, Edmonton, Regina, Saskatoon, London, Kitchener-Waterloo, Guelph, Toronto, Markham, Vaughan and Montréal. Our consistent ability to provide practical, creative and cost-effective advice, combined with an unyielding service commitment to our clients and a strong dedication to our lawyers, staff and the communities in which we practice, gives us a unique position in the Canadian legal industry.

Our **Vancouver** office has an opening for a **Coordinator, Records Management** to join the local Office Services & Facilities team. This individual will also be a key member of the Firm's National Records Management Group and involved in various interesting upcoming projects including the roll out of a new records management system and the further development of working practices and systems relating to electronic file management. Reporting lines on these initiatives will be to the National Director, Administration (based in Vancouver).

The successful candidate will demonstrate initiative, a "can do" attitude, strong communication and organization skills, and a desire to work in and promote a client-first focused culture. Being a contributing team player is essential along with work hour flexibility to accommodate business needs.

### **In this role, your responsibilities will include (but not limited to):**

- Maintaining and administering the firm's file processing systems and procedures including the management of on-site filing and off-site document storage
- Record keeping and following established protocols and Law Society rules for file management and destruction processes (physical and electronic records)
- Processing requests and coordinating physical files for offsite storage, retrieval and destruction in accordance with the Firm's records management policy
- Organizing, closing, digitizing and updating files into Firm's databases according to established electronic file management protocols
- Overseeing the process of both receiving and transferring physical and electronic files from / to the Firm as per client directions
- Analyzing records database and inventory to determine if files can be destroyed as per Firm policy; generating monthly reports for lawyers in preparation for records destruction
- Working closely with the National Director, Administration on key local and national initiatives as required
- Acting as subject matter expert to the Firm concerning the management of physical and electronic records
- Providing ad hoc back up support to the Office Services & Facilities team and other duties as assigned

### **To be successful in this role, you possess the following:**

#### **Education and Experience:**

- High school graduate or equivalent. Records management certificate considered an asset

- Minimum two years' experience in a records management team ideally in a law firm. Familiarity with Law Society requirements on file retention desirable

**Knowledge and Skills:**

- Strong client service orientation
- Excellent time management and organization skills with exceptional attention to detail
- Ability to work both independently and within a team environment
- Works well under pressure to manage and meet multiple deadlines, with a flexible attitude and professional approach
- Energetic with strong work ethic, "can-do" approach and positive team attitude
- Ability to effectively communicate both verbally and in writing
- Aptitude for embracing new technology and change
- Proficiency in using PC software, including Microsoft Office, the Firm's document management and accounting systems, Adobe and other applications as needed
- Self-directed, takes initiative and ownership of work and follows instructions with minimal supervision
- Confidence to provide advice and training to lawyers and legal assistants on the Firm's records management policies, processes and procedures
- Ability to lift and/or move file boxes, photocopy paper, supplies, etc. (up to 40 lbs.)

**If you are interested in this position, please forward your resume, quoting the above job title to:**

Miller Thomson LLP  
Suite 400 – 725 Granville Street  
Vancouver, BC V7Y 1G5  
Attention: Tina Giallonardo, Director, Talent Management  
Email: [tgiallonardo@millerthomson.com](mailto:tgiallonardo@millerthomson.com)

*While we thank all applicants for their interest, due to the high volume of applicants we receive, we are unable to respond to queries individually and only those selected for an interview will be contacted. No phone calls or agencies please.*

*Miller Thomson will provide accommodations on request throughout the recruitment, selection and/or assessment process for applicants with disabilities. If you require accommodations, please inform our Talent Management department of the nature of accommodations that you may require, to ensure your equal participation.*