

LIBRARY SUMMER STUDENT

Founded in 1907, Harper Grey is a mid-size Vancouver, BC based business and litigation law firm. We currently have 65+ lawyers and 100+ staff. We have a long tradition of excellence and are one of the most well-established regional law firms in BC and many of our lawyers are considered among the top practitioners in their areas of focus.

We are currently seeking a Library Summer Student to support our Library department between the period of early June to the end of August. The position provides support to the department in all areas of library services, in addition to participating in new library digitization projects and an extensive library collection relocation project.

WHAT YOU'LL BE DOING

- Provide reference support
- Conduct literature and case law searching
- Coordinate interlibrary loan and document delivery services
- Assist in the organizing, cataloguing, relocation, and maintenance of the collection

WHAT WE ARE LOOKING FOR

- Current MLIS students or recent grads are welcome to apply
- Experience working in special libraries preferred
- Aptitude for detailed work
- Strong working knowledge of automated library systems

WHAT YOU BRING

- Strong customer service skills
- Excellent oral and written communication skills
- Excellent database and internet research skills
- Ability to work both independently and as part of a team
- Ability to manage tasks in a timely manner with minimal supervision
- Advanced technical skills including Outlook, MS Word and MS Excel

WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people's skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package, including:

- Competitive salary
- Paid or banked overtime
- Firm social events
- Casual day every Friday

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WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We're a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm's lawyers and staff and creating an inclusive environment in which everyone can flourish.

APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Maggie Edwards.

Maggie Edwards
Director of Human Resources
E: medwards@harpergrey.com
P: 604.895.2857

We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Maggie Edwards.

We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.

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If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!