



**EMOND
HARDEN**

LABOUR & EMPLOYMENT LAW
DROIT DU TRAVAIL ET DE L'EMPLOI

Founded in 1987, Emond Harnden has by far the largest group of lawyers specializing in labour and employment law in the National Capital Region and is one of Canada's largest boutique style labour and employment law firms which exclusively represents the interest of management for public or private sector employers, in both official languages. The success of our firm is based on our founding partners' early recognition that clients need more from their labour and employment law counsel than the provision of representation in litigation matters. Our clients get a partnership with a trusted human resource advisor that will provide them with timely, proactive, strategic advice resulting in few matters proceeding to litigation and also resulting in a greater likelihood of success in regard to those matters that do proceed to litigation. The shape of the labour and employment landscape is ever-changing. We can help. Emond Harnden is currently seeking an exceptional individual to assume the role of

Senior Operations Manager

Under the direction of the Chief Operating Officer, the Senior Operations Manager will be an effective change agent, strong mentor, and highly effective communicator. Your role will be of a dual nature – working with senior administration to contribute to and implement Firm-wide objectives, as well as managing the day-to-day operations. You will have overall responsibility for and will play a critical role in the further development and implementation of appropriate workflow processes, document management, facilities, health and safety, and procurement – all of which will help and enable the organization achieve sustainable growth in an efficient and effective manner. You will also lead the team of Legal Assistants who support the lawyers in their respective practices.

As a well-qualified candidate, you have experience leading operational teams in a business environment. You possess experience in staff and workflow management, document management, and facilities/insurance, with a strong understanding of a client-centric, professional services business. Possessing a university degree in a relevant field of study (business, commerce, social sciences), and a passion for excellence and service, you will create a positive work environment for the staff of the organization to enable them to execute, deliver and fulfill their job responsibilities. Strong communications, relationship and team-building skills, and a hands-on and empowering leadership style, as needed, will be critical. Unquestioned personal and professional integrity, a good sense of humour, and a healthy dose of emotional intelligence will also be important traits, along with a well-developed approach to leading change. A “can do” attitude, with a pragmatic perspective will enable the successful candidate in providing general support to the management team's overall success in meeting the Firm's goals.

Should you wish to learn more about this unique leadership opportunity, please call Mike Lupiano in strictest confidence, at 613-862-2999, or email your CV and letter of introduction to:

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www.lupianosearch.com

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