

**Position:**

Human Resources Manager of Legal Services

**Reports To:**

Director of Human Resources

**Essential Duties and Responsibilities:**

This position will be responsible for the recruitment and management of the day to day activities of BDP's Word Processing Group. Complete management of Resource Assistants (floaters) involving their scheduling, performance management and recruitment, along with involvement with practice groups to maintain legal assistant resources and recommending locations of Resource Assistants to support each group.

Responsible for all new employee orientations, training and on-going training of legal assistants throughout the firm working with BDP's in-house trainer.

Working with the Director of Human Resources and Business Unit Leaders to ensure the skills of legal assistants are meeting the needs of the lawyers.

Assist Director of Human Resources, in the areas of conflict management, performance management and on-going assessment of skills management.

Other Administration tasks as assigned by the Director of Human Resources.

This is a newly created position at BDP.

**Competencies:**

Detail-oriented

Organized

Ability to successfully manage multiple relationships within the work environment

Creative

**Education/Experience:**

Five years of experience in a Human Resources environment (Human Resources Generalist experience acceptable)

Previous recruitment experience is required

Certificate of Human Resources Management or other related education

CHRP would be an asset.

Preference will be given to applicants experienced in the legal industry

**Application Deadline:**

September 15, 2012

**Interested applicants should forward resume to:**

Mary Tosine

Director of Human Resources

[mtosine@bdplaw.com](mailto:mtosine@bdplaw.com)