



Director of Operations and Human Resources

About the Firm

Kornfeld LLP was established in 1993 in downtown Vancouver and is recognized as one of the city's premier boutique commercial law and litigation firms, serving many of BC's industry leaders.

Kornfeld is committed to fostering a diverse and inclusive workplace where every team member's unique perspective is valued. Our collaborative culture encourages innovation and professional growth, empowering employees to contribute meaningfully to our clients and the legal community. By joining Kornfeld LLP, you'll be part of a forward-thinking, growing firm that invests in its people, values continuous learning, and celebrates success together.

We are currently seeking an experienced **Director of Operations and Human Resources** to oversee the day-to-day business operations and growth of the Firm and work closely with the Partners, lawyers and staff to ensure the Firm operates efficiently, effectively and in accordance with its strategic objectives.

This is a senior leadership position offering significant responsibility across Firm operations, people and resource management, technology, facilities, marketing and strategic initiatives.

Key Responsibilities

Firm Operations & Leadership

- Oversee the Firm's day-to-day operational and administrative functions and ensure the effective delivery of support services to lawyers and staff.
- Develop, implement and maintain policies, procedures and systems that support an efficient, well-structured organization.
- Attend management, partnership and staff meetings as required and participate in Firm committees and initiatives.
- Support the Partners in the development and implementation of the Firm's vision and strategic plan.
- Prepare and coordinate operational and partnership-level reports, including reports relating to associate and staff salaries, reviews and billing rates.
- Participate on various Firm committees and undertake special projects as required by the Partners.
- Maintain confidentiality and exercise discretion when dealing with sensitive financial, personnel and Firm matters.

People & Resource Management

- Oversee the recruitment, onboarding, training, development and retention of Firm staff.

Kornfeld LLP

Suite 1100 - 505 Burrard St. Vancouver, BC Canada V7X 1M5
T 604.331.8300 F 604.683.0570 kornfeldllp.com

- Coordinate staff and associate performance reviews and support career development, promotions and succession planning.
- Address employee relations matters, including counselling, discipline and performance issues, in consultation with the appropriate Firm leaders and HR resources.
- Oversee salary, payroll and benefits administration.
- Maintain appropriate personnel records and oversee vacation, sick leave and overtime records.
- Coordinate staffing coverage and resource allocation during employee absences.

Facilities & Office Management

- Oversee the general management and operation of the Firm's premises, including office services, furnishings and equipment.
- Assist with space planning, office design, renovations and leasing matters, liaising with landlords, contractors, architects, designers and other service providers as required.
- Manage vendor relationships and negotiations and make recommendations regarding service providers.
- Assist with the annual review and renewal of the Firm's insurance policies.

Financial Management

- Oversee the management of the accounting team and work collaboratively with the Firm's Accounting Manager and other financial personnel.
- Monitor financial performance and provide reports and analysis to the Partners to support informed decision-making.

Technology & Information Systems

- Collaborate with the IT Manager to oversee the Firm's technology systems and infrastructure and work with internal and external IT resources to ensure technology effectively supports the Firm's operations.
- Assist the IT Manager in coordinating software and hardware implementations and upgrades and ensure lawyers and staff receive appropriate training on software and technology systems.

Business Development, Marketing & Firm Events

- Assist with marketing and business development activities, including oversight and coordination of the Firm's website and other communications.
- Coordinate and oversee Firm social activities, client events and other Firm functions.

Qualifications & Experience

- Minimum **7 years of management and operations experience**, preferably within a professional services environment and, ideally, a law firm.
- Experience with law firm practice management, accounting, document management or other professional-services technology systems – particularly PCLaw, NetDocs and ADP TeamPay – would be an asset.

The typical salary range for this position is \$130,000 - \$175,000 annually; the base pay may vary depending on the knowledge, skills and experience of the candidate, as well as internal and market equity.

What We Offer

We offer a variety of benefits, including:

- Health Benefits: extended health, dental, out of country, life, AD&D and health spending account
- Paid Time Off: vacation time, personal days and sick days
- Financial Benefits: RRSP matching program, year-end bonuses

Candidates should submit a cover letter and resume detailing education, previous experience, and salary expectations to:

Kornfeld LLP
Attention: Jennifer A. Funk, Firm Administrator
1100 – 505 Burrard Street
Vancouver, BC V7X 1M5
Email: jfunk@kornfeldllp.com

We thank all applicants; however, only those selected for an interview will be contacted.