



## Why choose Stikeman Elliott

Join the ranks of Stikeman Elliott, one of the most distinguished and respected corporate law firms in Greater Montréal. The firm has been named one of the best employers in Canada every year since 2009. Stikeman Elliott is always seeking to recruit the best and the brightest. The Montréal office currently has an opening for a:

### Team Lead, Library and Information Services

**Job description:** The successful candidate provides in-depth legal and business reference services to firm members, and will ensure that the library is strategically positioned within the firm.

**Immediate report:** The incumbent will report to the Director, Knowledge Management, Infrastructure and Innovation.

#### Key responsibilities:

- Provide high-quality referral and referral services on a timely basis in the legal and business areas, and provide training to lawyers, students and other professionals in the firm;
- Execute special research projects and ensure successful implementation;
- Establish the annual strategic plan of the library and prepare periodic reports on the use of services and resources;
- Promote library services and resources, including by attending and presenting at practice groups meetings;
- Coordinate distribution of tasks and projects when required.

#### Education and experience requirements:

- University degree in Library and Information Studies or equivalent;
- Law degree would be an asset;
- Minimum of 3 years of experience in providing referral, research and monitoring services in a law firm.

#### Qualifications:

- Bilingualism in English and French (oral and written);
- Advanced knowledge of key legal and business tools: Canlii, WestlawNext Canada, Soquij, La Référence, LexisNexis Products, DisclosureNet and CapitallQ;
- Proficiency with library software : InMagicGenie, OneLog;
- Excellent organizational and time management skills, have strong attention to detail;
- Leadership, autonomy and team spirit.

#### Salary and benefits:

- Salary based on experience;
- Competitive annual salary increase;
- Full range of benefits;
- Office located in downtown Montréal, near public transportation.

If you wish to apply, please click [here](#).

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