



Bennett Jones LLP is a top tier, full service international law firm with offices in Calgary, Toronto, Edmonton, Ottawa, Vancouver, Beijing and New York. We are proud that Bennett Jones was ranked as a Platinum Level Best Employer in the 2020 "Best Employers in Canada" survey conducted by Kincentric. The firm has also been recognized for 2020 as one of "Alberta's Top 75 Employers" and as a Top Employer for Young People in a study conducted by Mediacorp. The firm has been ranked as one of the top places to work in Canada for 18 consecutive years.

We are currently recruiting for the following role in our Calgary office:

## Law Librarian (14 Month Contract)

### Hours:

Monday to Friday – 9:30 AM – 5:30 PM

### Essential Functions:

- Conduct timely in-depth legal and business research
- Provide current awareness and monitoring services on legislation, case law developments, and client news
- Conduct client, competitor, and industry research and analysis in support of business development activities
- Train and advise students and lawyers on the use of print sources and various online databases
- Participate in the development and maintenance of the Library's print and electronic collections by recommending and evaluating resources to be added or withdrawn
- Assist with the design, development, and maintenance of our department's intranet presence and promote accessibility of existing research resources
- Attend practice group meetings, provide customized updates, and liaise with these groups to enhance library services
- Collaborate with others in the firm to improve business processes, tools, methods, and effectiveness for enhancing knowledge sharing and the exchange of information

### Qualifications:

- Master's Degree in Library and Information Studies from an ALA accredited university
- A minimum of 2-3 years of significant research experience in a law or government library conducting legal and business research is preferred



- Familiarity with the law, legal systems, and legal processes of Canada, the United States, and Commonwealth jurisdictions
- Advanced research skills, with demonstrated proficiency using legal databases such as WestlawNext Canada and Lexis Advance Quicklaw, as well as business databases such as CapitalIQ, Pitchbook, and Certent DisclosureNet
- Self-motivated, detail-oriented, and able to prioritize multiple tasks
- Able to work both independently and as an effective team member
- Strategically problem solves with a sense of ownership, enthusiasm, and initiative, focusing on client service excellence
- Committed to ongoing professional development
- Professional speaking and writing skills

## Apply To:

Human Resources

Bennett Jones Services Limited Partnership

4500 Bankers Hall East, 855 – 2 Street SW

Calgary, AB T2P 4K7

E-mail: [hrdeptcal@bennettjones.com](mailto:hrdeptcal@bennettjones.com)

*All offers of employment are conditional upon the satisfactory verification of a Canadian criminal record check. Determination of the factors that constitute satisfactory verification is within the sole discretion of Bennett Jones.*

*This position will remain open until a suitable candidate is found.*