

Resources & Reference Librarian

Stikeman Elliott is an entrepreneurial and innovative firm at the forefront of the legal industry. Our positive work culture attracts and empowers highly engaged team players, leading Stikeman Elliott to consistently rank among *Aon Best Employers in Canada*.

Our dynamic team is seeking a senior **Resources & Reference Librarian** with 3+ years of experience who is smart, motivated, enjoys a challenge and is eager to add their strengths to our legal business.

This role is responsible for:

- Overall management and development of the library's resources including acquisitions, evaluation and maintenance of the currency and relevancy of the collection.
- Participating in the evaluation and negotiation of purchasing and licensing agreements as well as the organization and administration of contracts.
- Managing the Firm's Electronic Resources tool of access to legal information and develops innovative ways of dissemination to the legal professionals.
- Providing in-depth legal and business reference services and training to our Toronto, Ottawa, Calgary and Vancouver offices.

The successful incumbent has:

- Excellent academic credentials with a Master of Library Science or Master of Information Studies or equivalent degree.
- Minimum three years of experience working in a corporate law firm library.
- Knowledge of and experience in using a variety of legal and business resources.
- Experience in resources management in law libraries.
- Superior analytical, organizational and time management skills with the ability to produce a high volume of work in a busy environment.
- Ability to work independently and collaboratively within a team environment.
- Excellent oral and written communication skills with keen attention to detail.
- Experience using InMagic Genie, OneLog and SharePoint is an asset.

Our colleagues are enthusiastic, energetic and friendly even as they embrace and maintain the highest levels of professional excellence. If you're looking for an interesting and rewarding career – click [here](#) to apply online or apply directly to Meghan Loshaw, HR Business Partner at mloshaw@stikeman.com and join Stikeman Elliott Toronto!

Stikeman Elliott welcomes and encourages applications from people with disabilities as part of our hiring process. If you have special requirements, please advise us during the recruitment process. Accommodations are available on request for candidates taking part in any aspect of the selection process.