



Pink Larkin is a nationally recognized labour and employment law firm with a significant practice in professional regulation, civil litigation and dispute resolution. Pink Larkin has the distinction of being the only law firm in Canada with a lawyer dedicated full time to a pro bono practice.

While labour and employment law is our core practice area, Pink Larkin also has thriving civil and commercial litigation and criminal law practices, and represents clients in a broad spectrum of other types of disputes, including commercial, public interest, construction, constitutional, human rights and Aboriginal rights litigation, public inquiries, and professional regulation and discipline matters.

The Firm was recognized as one of Canada's top five employee-side Labour and Employment firms in Canadian Lawyer magazine, January 2018 and again in Canadian Lawyer In-house magazine, May/June 2018.

To support our continued growth, we have created the new position of **Chief Administrative Officer** which will be based in our Halifax office.

The Chief Administrative Officer will be an integral part of our team and will be responsible for a broad range of responsibilities including hands-on financial accounting and management as well as administrative functions including human resources, operations, professional compliance, health & safety, facilities, information technology, marketing and strategic planning.

Our ideal Chief Administrative Officer will have the following experience/skill set:

- An individual with 7+ years of management and leadership experience within a professional services firm in a multi-office environment.
- Post-secondary education in Finance, Accounting or Business Administration.
- Proficiency in French would be an asset.
- Completion of a recognized accounting designation while preferred is not a prerequisite.
- Proven excellence in fiscal management of budgets, financial reporting and daily accounting functions with a solid knowledge and understanding of accounting software
- Strong leadership ability to proactively identify, analyze, recommend and implement solutions for the overall effectiveness of the firm in a manner consistent with its culture
- An influencer with strong strategic, analytical, communication and reporting skills and an ability to work with everyone in a supportive collaborative manner.
- Confident and positive self-starter with a 'figure-it-out' mindset, strong personal productivity and time management skills, and the ability to work autonomously
- Prepared to contribute to the success of a fast paced, fast growing and progressive law firm.

The Firm's culture is focused on providing a collaborative team environment for all and is offering a competitive compensation package to the successful candidate.

If you believe you have the mind, skill set and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to searchcommittee@appliedstrategies.ca.

No recruiting firms please.