

Full-Time (Hybrid) Practice Manager

Join Landings LLP, a nationally recognized refugee and immigration law firm as our full-time Practice Manager. We are looking for someone who is organized, proactive, and energized by the opportunity to help lead the operations of a busy, growing practice and who thrives in a fast-paced environment. This role is responsible for the day-to-day management of the firm's financial and human resources and the development and maintenance of systems to support the high-quality legal representation the firm provides.

Who we are

Landings LLP is a full-service refugee and immigration law firm recognized as one of the top law firms in Canada by the Globe and Mail. We represent individuals seeking refugee protection, temporary and permanent immigration status in Canada and Canadian citizenship. We also assist individuals and their families when problems arise with their immigration status. In addition, we act for non-government organizations that seek legal advice, and we challenge unjust laws and government actions through constitutional litigation. Our lawyers are often involved in high-profile cases and regularly appear before the Immigration and Refugee Board and all levels of Court, including the Supreme Court of Canada.

Who you are

- You are highly organized, detail-oriented, and take pride in keeping a busy office running smoothly and efficiently.
- You are proactive, resourceful, and able to manage competing priorities in a fast-paced environment.
- You are an excellent communicator who is professional, approachable, and comfortable interacting with clients, staff, and vendors.
- You are innovative and enjoy improving systems, solving problems and helping build the culture and operations of a growing firm.
- You are comfortable managing office operations, and ensuring administrative systems function effectively day to day.
- You bring relevant education, training, or experience in office management, legal administration, operations, human resources, or the legal or settlement agency sector.
- You have a demonstrated interest in working with refugees and migrants.
- You have strong technical and administrative skills, including a good working knowledge of Microsoft Office, Teams, OneDrive, and Adobe; familiarity with Clio is an asset.

What you will do

- Lead the day-to-day operations of a busy, mission-driven law firm.
- Strengthen workflows, office systems and practice management processes to support an efficient and collaborative practice.
- Manage client intake, scheduling, file organization, and internal document systems.
- Help foster a collaborative, respectful and high-performing team culture.
- Support staff recruitment, onboarding, training, and integration into the firm's culture and processes.

- Work collaboratively with the bookkeeper on billing, payroll, and maintenance of internal financial reports and folders.
- Communicate and coordinate with other external vendors, service providers, and building management.
- Draft, update, and implement internal policies, procedures, and office resources.
- Organize team meetings, Partner retreats and other firm-wide office events.
- Foster and champion an inclusive, respectful, and client-centred workplace environment.

What we offer

- Salary range: \$70,000+ depending on experience.
- Hybrid work arrangement.
- Collaborative, mission-driven culture.
- Opportunity to build systems and processes in a growing firm.
- Health and dental benefits.
- More than 3 weeks of vacation to start.

How to apply

Landings LLP will consider applications received by **June 12, 2026**. Please send your resume, cover letter and school transcripts (*unofficial copies accepted*) in a single PDF to ypliassounov@landingslaw.com with the subject line “Practice Manager”.

Only applicants who are selected for an interview will be contacted. If you require accommodation at any stage during the recruitment process, please let us know by emailing ypliassounov@landingslaw.com and we will work with you to meet your needs.