

## FRANCA GIANNINI



**Categories:** [People](#), [Business Professionals](#)

As the firm's Montréal Office Manager, Franca Giannini oversees various critical internal services. In addition to the delivery of administrative support provided by legal assistants to the lawyers and other legal professionals, she is ultimately responsible for boardroom and hospitality services, office maintenance, and the business centre that provides printing services and audio visual support and equipment for events. Franca and her team ensure day-to-day, office-wide efficiency, while contributing to a culture of engagement and a collegial environment where people succeed.

Franca began her career in law as a legal administrative assistant at the law firm Mendelsohn, where she was subsequently promoted to the position of Overflow Work Coordinator for Legal Support Services. When Mendelsohn merged with McMillan in 2005, Franca assumed the role of Supervisor, Legal Support Services, and in 2015 was promoted to Office Manager.

**Email:** [franca.giannini@mcmillan.ca](mailto:franca.giannini@mcmillan.ca)

**Language Spoken:** English, French, Italian

**LinkedIn:** <https://www.linkedin.com/in/franca-giannini-b97b3311a/>

**Location:** Montréal

**Phone:** 514.987.5059

**Position/Title:** Office Manager

**Directorships & Affiliations:**

- Association Québécoise des administrateurs juridiques

**Education & Admissions:**

**Degree:** Certificate, Mental Health First Aid

**University:** Mental Health Commission of Canada

**Year:** 2021

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**Degree:** French Studies

**University:** Berlitz School of Language

**Year:** 2019

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**Degree:** Certificate in Human Resources

**University:** McGill University

**Year:** 2018

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**Degree:** Certificate, Leading Workplace Change

**University:** TidalShift Inc.

**Year:** 2017

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**Degree:** Certificate of Cultural Competency

**University:** HRP (Human Resources Professionals Association)

**Year:** 2015

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The logo for mcmillan, featuring the word in a lowercase, sans-serif font. The 'm' and 'c' are in a dark red color, while the 'm', 'i', 'l', 'l', 'a', and 'n' are in a light blue color. The logo is positioned in the upper left corner of a header image that shows a low-angle view of a modern glass skyscraper against a clear sky.

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**Degree:** Program in Human Resources

**University:** O'Sullivan College, McGill University