



Job Description

PARALEGAL - LEGAL ADMINISTRATIVE ASSISTANT

Department:	Legal
Position:	Legal Administrative Assistant
Hours of Work:	40 hours per week – 8:30 AM to 5 PM PT (flexible) M-F
Salary:	\$75,000 annually
Location:	Campbell River, Prince Rupert, Remote
Reports To:	Vice President Legal

Nature of Work

Reporting to and supporting the Vice President Legal, this is specialized and complex clerical work in the Legal Department producing and processing legal and company documentation. The position is also responsible for preparing, reviewing, and reporting on a variety of documents and matters related to customer and vendor files; corporate records; and maintaining regulatory compliance documentation and reporting. The position develops, revises and upon approval implements new work methods and procedures.

Principle Accountabilities

Support

- Exercise professionalism, initiative and judgment in assisting the VP Legal
- Field, manage, and respond to general inquiries from the business
- Organize and manage files including: maintaining large and complex files, developing, maintaining and utilizing an orderly filing and retrieval system to ensure ease of reference to historical paper or electronic records.
- Interact with other departments to obtain information support related legal services to the business
- Administrative tasks as required relating to job responsibilities
- Managing and assisting with various projects

Documents and Contract Management

- Assemble and organize information for legal documents
- Draft documents and commercial agreements from templates and precedents, including services agreements, renewals, amending agreements, and licenses according to instructions for the lawyer's review
- Proofreading documents and checking for appropriate formatting, spelling, grammar and clarity
- Review documents for completeness and accuracy prior to execution by senior staff
- Liaising with internal and external parties throughout the transaction
- Track and support contract compliance (dates, insurance requirements, etc.)

Regulatory Compliance

- Manage directly or provide support for CityWest's body of corporate records, including annual filings, incorporations, partnerships, director/shareholder resolutions, and general corporate record maintenance.
- Manage land and marine permit files with government agencies, first nations and other landowners
- Manage CRTC reporting and compliance
- Manage and respond to lawful access (production order) requests

Other

- Maintain and update job knowledge and technical skills by identifying and participating in education opportunities
- Other duties as may be required within the nature of the work

Required Education

Diploma in legal assistant or paralegal studies or equivalent combination of education, experience and training in an administrative or paralegal function



Job Description

PARALEGAL - LEGAL ADMINISTRATIVE ASSISTANT

Experience

- Legal Assistant diploma or college certificate in office administration or Information & Communications Technologies or equivalent.
- Minimum 3 years of experience as a legal assistant or as an assistant with experience ideally acquired in a professional services environment.
- Experience with BC Online – Corporate Registrations and a bonus would be experience with CRTC filings and compliance
- Good working knowledge of corporate and partnership record keeping, contracts and forms

Skills

- Excellent communication and interpersonal skills
- Ability to multi-task, meet deadlines and solve problems in a fast-paced environment
- Ability to work both independently and as part of a collegial team
- Proficiency with Microsoft Office and flexibility to learn internal computer systems
- Strong attention to detail and superior word processing, spelling, proofreading and editing skills.
- In-depth knowledge of business and legal terminology.
- Capacity to perform duties with speed and accuracy.
- Ability to follow-up on files and delays with minimal supervision.
- High level of discretion and confidentiality.