



# Job Vacancy Notice

## Internal / External

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<b>Position:</b>	Legal Administrative Assistant
<b>Location / Department:</b>	Calgary / Legal
<b>Reports To:</b>	Senior Legal Counsel
<b>Closing Date:</b>	September 14, 2018

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### Core Competencies

- Effective Oral and Written Communication
- Organizational Skills
- Positive Attitude
- Professionalism
- Strong Problem Solving and Critical Thinking Ability
- Proactive
- Confidentiality and Discretion

### Key Performance Indicators / Duties & Responsibilities

- Support the efficient internal operation of lawyers' files by creating and maintaining an organized, standardized, and well-planned filing system to ensure that files and information are easily accessible.
- Provide timely, accurate, and efficient administrative support to the Legal department, including filing, preparation and/or revisions of confidential legal documents, as required.
- Coordinate flow of documents between internal and external stakeholders at all levels.
- Assist with compilation of documents and files as requested.
- Update and revise a variety of legal documents.
- Transcribe and type legal documents and correspondence.
- Handle and distribute incoming and outgoing correspondence, facsimiles, mail, and couriers.
- Process expense reports for the Legal department.
- Organize schedules and coordinates meetings, presentations, conference calls, travel arrangements, and various other functions and appointments as requested.
- Work proactively in the day-to-day support of the business.
- Other duties and support functions as assigned.

### Qualifications

- Minimum 2-year diploma.
- Experience with the full Microsoft Office Suite (Outlook, Word, Excel).
- Superior organizational skills.

### Experience

- Minimum 2 years of experience in an administrative role, preferably in a legal environment.
- Legal Assistant education and training is considered an asset.

**\*3-Month Probationary Period applies to this position.**

*Compensation is based on qualifications and experience and aligned with relevant industry standard wage scales. Interested applicants should apply online at [Avmax.com](http://Avmax.com). Only selected candidates will be contacted.*

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