



Arctic Co-operatives Limited

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	Legal Assistant
Department/Division	Legal Group/Finance
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, Full time

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Position Summary

Reporting to the Senior Legal Counsel, the Legal Assistant will work closely with and assist the organization's in-house legal department with a broad range of matters. The Legal Assistant will work with a diverse range of legal files and help facilitate the achievement of organizational goals.

Duties and Responsibilities

- Work closely with the in-house legal department to provide legal administrative support
- Draft legal documents and correspondence
- Assist with file management (includes document conversion, optimization, data entry and organization, database creation, opening/closing files)
- Maintain various databases that track critical information relating to corporate registrations, trademarks, filings, litigation, and other legal matters
- Maintain a "bring forward" system and calendar
- Corporate Department/real property/trademark and other filings and records
- labour relations correspondence, advice and Grievance handling.
- Other duties as assigned

Qualifications

- Possess a high level of professionalism, respect, confidentiality, discretion and judgment
- Completion of a Legal Administrative Assistant Diploma/Certificate required - or - appropriate work experience would be considered

- Excellent ability to organize and prioritize work tasks and meet scheduled timelines
- Ability to work under pressure and adapt to work demands
- Proven background in legal administration and procedures
- Background in Project Management would be considered an asset
- Knowledge of office productivity software for word processing, spreadsheets, presentations and related packages
- Exceptional written and verbal business communication skills, coupled with a high level of attention to detail and accuracy
- Self-motivated and proven ability to implement effectiveness and creativity in all aspects of work
- Ability to work independently and as a team member

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)

