



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Legal Assistant (Land Survey)

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|--------------------|---|----------------|
| Job ID | 68-7E-48-6E-21-F2 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=68-7E-48-6E-21-F2 | |
| Company | Urban Systems Ltd. | |
| Location | Calgary, Alberta | |
| Date Posted | From: 2024-06-24 | To: 2024-07-08 |
| Job | Type: Full-time | Category: Law |
| Job Salary | \$60,000.00 - \$80,000.00 Per Year | |
| Languages | English | |

Description

Our Legal Survey practice is looking to add an experienced Legal assistant to our team. Coupled with the diverse learning and project experience opportunities, do you see yourself excited to contribute to...

- Performing file set up by interpreting property titles, conducting research, and sourcing plans and documents from land titles.
- Reviewing, proofreading, editing, and formatting legal survey plans and preparing documents using provided precedents.
- Composing correspondence to clients, approving authorities, and stakeholders as needed.
- Tracking action items and managing both paper and electronic files.
- Creating and preparing templates to improve efficiencies in proposals and work programs.
- Collaborating with project leaders and teams to coordinate services and develop procedures to enhance communications, reporting, and responses.
- Managing a high-volume workload while maintaining accuracy and attention to detail.
- Demonstrating excellent organizational, document management, interpersonal, and communication skills.
- Exercising independent judgment and the ability to work with minimal supervision.

Experience

The ideal candidate will have a diploma or certificate in land administration, legal assistant, or related field of education, with 3-10 years of experience in a similar role within a legal survey or real estate context or equivalent experience. The core skills that will help you succeed here include:

- You have a strong knowledge of Alberta cadastral fabric, SPIN II, and Land titles.
- You have proven experience in detailed project set up.
- You have a strong knowledge of document tracking, project tracking, databases, and data entry.
- You have an understanding of the subdivision process in Alberta.
- You are a strong communicator, both verbal and written, with experience in external communications.
- You are a team player who enjoys collaborating on a variety of projects.
- You have a strong attention to detail.
- You are proficient in Microsoft Office.

How to Apply

Click "Apply Now"

If this describes your background, skills and attributes, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life, and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: Monday, July 8, 2024, at 9:00 am MDT