



# 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

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## Legal & Regulatory Compliance Coordinator (Summer 2020) - 4 Month Co-op & Internships

<b>Job ID</b>	<b>35-0B-C5-79-7A-49</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=35-0B-C5-79-7A-49">https://careers.indigenous.link/viewjob?jobname=35-0B-C5-79-7A-49</a>	
<b>Company</b>	BMO Financial Group	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2020-01-06	To: 2020-02-05
<b>Job</b>	Type: Full-time	Category: Law
<b>Languages</b>	English	

### Description

- Gathers and analyses research data such as statutes, decisions, legal articles, codes and documents.
- Supports the development of tailored messaging, which may include writing, editing and distributing communications.
- Manages and monitors calendar of appointments and upcoming events.
- Coordinates and creates meeting agendas, and obtains and prepares briefing materials.
- Dispatches meeting invitations, books meeting rooms and arranges for resources and requirements, including travel arrangements, in support of smooth and efficient meeting facilitation.
- Reviews BMO Buying Online invoices for accuracy in adherence with documented processes and guidelines.
- Supports new committee and Board Members through orientation.
- Ensures processes for onboarding/ offboarding of legal counsel are executed efficiently.
- Responds to inquiries concerning corporate information, legal agreements and certain legal issues.
- Analyzes data and information to provide insights and recommendations.
- Handles sensitive/confidential Bank information while minimizing legal risk.
- Adheres to instructions, internal systems, processes & procedures to deliver timely, accurate and efficient services and support.
- Operates effectively in a high stress environment with constantly changing expectations.
- Completes complex & diverse tasks within given rules/limits and may include handling escalations from other employees.
- Analyzes issues and determines next steps.
- Broader work or accountabilities may be assigned as needed.

### Experience

#### Qualifications:

- As a full-time employee, we would require 2-4 years of experience, however as part of the BMO campus program, we are looking for motivated individuals with a strong desire to learn.
- You are pursuing education and accreditation from a recognized legal assistant training program or possess relevant experience in a legal function.
- Working knowledge of legal concepts, terminology and procedures and their applicability to the department or organization.
- Verbal & written communication skills - Good.
- Organization skills - Good.
- Collaboration & team skills - Good.
- Analytical and problem solving skills - Good.

### How to Apply

[https://bmo.wd3.myworkdayjobs.com/Campus/job/Toronto-ON-CAN/Legal---Regulatory-Compliance-Coordinator--Summer-2020---4-month-Co-op---Internships\\_R200000333](https://bmo.wd3.myworkdayjobs.com/Campus/job/Toronto-ON-CAN/Legal---Regulatory-Compliance-Coordinator--Summer-2020---4-month-Co-op---Internships_R200000333)