



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Clerk, Legal And Administrative Support | Commis, Soutien Juridique Et Administratif

<b>Job ID</b>	<b>E6-56-96-0D-4C-BE</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E6-56-96-0D-4C-BE">https://careers.indigenous.link/viewjob?jobname=E6-56-96-0D-4C-BE</a>	
<b>Company</b>	Canada Mortgage And Housing Corporation (CMHC)	
<b>Location</b>	Ottawa, British Columbia	
<b>Date Posted</b>	From: 2018-07-18	To: 2018-07-31
<b>Job</b>	Type: Full-time	Category: Law
<b>Languages</b>	Bilingual CCC And English Essential	

### Description

Canada Mortgage and Housing Corporation (CMHC) helps Canadians meet their housing needs. As Canada's authority on housing, we contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. Prudent risk management, strong corporate governance and transparency are cornerstones of our operations. Our work matters to a great many people and our employees matter to us.

Bring your administrative skills and your organizational expertise to this position in Ottawa.

This position is an exceptional opportunity to become a member of the Legal team, where you will be responsible for providing administrative support to multiple lawyers. We are looking for legal assistants who are aligned with our entrepreneurial spirit, who care and see the value of their work, and who share our drive for delivering high caliber client service.

Note: We have opportunities for contract and permanent positions (Bilingual and English Essential).

### How You Will Be Contributing

- Provides general administrative support within the Legal Services Division as needed.
- Manages the secure filing systems and electronic databases.
- Coordinates the internal and external flow of correspondence.
- Administers the internal process for payment of legal agents' invoices.
- Assists in the preparation of various legal documents (e.g., deeds, mortgages, releases, litigation, reports, etc., including litigation reports) for internal and external stakeholders.
- Administers the process of execution of legal documents for the Corporation.
- Review and proofread outgoing documents and correspondence, verifying text for accuracy and syntax.
- Conducts directed general, legal searches (e.g., title and corporate searches).
- Conducts the registration of title documents under the supervision of solicitors.
- Assists with the administration of the internal legislative monitoring process.
- Monitors and tracks the life cycle of federal legislation that has housing implications.
- Acts as the IT representative for the Legal Services Division.
- Other duties as assigned.

### What We Are Looking For

- A commitment to demonstrating CMHC values.
- Post-secondary education in a related discipline with a minimum of 2 years of relevant work experience preferably in a legal or professional services environment; or equivalent qualifications obtained through at least 5 years of success in related positions.
- Advanced expertise in a particular field or support activity (e.g., litigation, due diligence, research) or membership in the bar as a paralegal would be an asset.
- Demonstrated experience working in a legal office would be considered an asset.
- Strong customer service focus.
- Ability to organize, multitask, prioritize, and work under pressure.
- Ability to produce high quality and quantity of work under tight timelines.

• Excellent analytic, interpersonal and communication skills (written and spoken).

• Advanced proficiency with Microsoft Office programs.

#### What CMHC Has To Offer

• Competitive Total Compensation package

• Competitive Annual Salary

• Comprehensive flex benefit program (for permanent role only)

• Defined Benefit Pension Plan (for permanent role only)

• Eligibility for Performance Bonuses

• In-house learning and development opportunities

• Career Growth Opportunities

• Employee and Family Assistance Program (EFAP)

• Various onsite amenities

#### How to Apply

APPLY today

This job posting will be active until 11:59 pm EST on July 29th, however, the competition may remain active until a successful candidate has been chosen.

Note:

Internal applicants: If applying for a temporary assignment, please ensure that your Manager approves your application prior to submission.

To Note

• Your application must clearly demonstrate how you meet the requirements as CMHC cannot make assumptions about your education and experience.

• Selected candidates may be required to do a presentation or assessment as part of the interview. If so, they will be advised in advance. In the event that tests are administered, candidates will also be advised in advance.

• We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.

• If selected for an interview or testing, please advise us if you require an accommodation.

• Candidates who do not meet all of the position requirements may be considered in an under-fill capacity, in which case the person will be hired at a lower level than the position level.

• All applications submitted to this competition will be kept for a six (6) month period and may be considered for future related vacancies at CMHC.

• Candidates must be eligible for Reliability Clearance.

• Second Language Proficiency levels are defined as follows: A = Beginner Level

B = Intermediate Level

C = Advanced Level

E = Exempt

P = Specific Language Skills

#### Diversity

CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages.

CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities