



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:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/17

Legal Assistant

Job ID	ocJusfwB-14421-6204	
Web Address	https://careers.indigenous.link/viewjob?jobname=ocJusfwB-14421-6204	
Company	EPCOR	
Location	Edmonton, Alberta	
Date Posted	From: 2024-04-04	To: 2050-01-01
Job	Type: Full-time	Category: Utilities

Description

Highlights of the job – We are currently seeking a full-time, permanent Administrative/Legal Assistant to join our Legal Department in Edmonton, Alberta. This opportunity is open to internal and external candidates! Current EPCOR Employees please ensure that you are using your "@epcor.com" email address when applying. Reporting to the Senior Managing Counsel, Regulatory & Litigation, the successful candidate will utilize their administrative strengths and experience to provide support within a team where collegiality and collaboration are key elements. The successful applicant must be team-oriented and accustomed to working collaboratively. A legal background can be an asset, but is not a requirement and we are open to different backgrounds and experience. What you'd be responsible for – Providing a wide range of administrative support to the Legal Department, including supporting approximately four lawyers. Drafting, preparing and editing correspondence, agreements, and other documents and forms. Managing an electronic document management system. General administrative duties, such as organizing files, scheduling meetings, coordinating travel arrangements, event planning, preparing quarterly reports and maintaining department memberships. Participating in and tracking department initiatives, mail distribution, employee on-boarding and off-boarding, supply ordering and working with IT and Facilities regarding equipment and office space. Managing Intranet and SharePoint sites and content for legal, ethics, code of conduct, privacy, and records management. Issuing purchase requisitions/orders and processing external counsel invoices. Maintaining a very high level of confidentiality at all times.

What's required to be successful – Post-secondary administrative or legal assistant diploma is preferred. 5+ years of current and relevant experience. Advanced skills in computer applications, including Microsoft Office Suite, Oracle or other enterprise resource planning software, and SharePoint. A keen interest in learning new technology. Seasoned and proactive organizational skills. Proven ability to multi-task, and prioritize and complete tasks to meet deadlines. Superior attention to detail, including exceptional spelling and proofreading skills. Flexibility to work with changing priorities and discreet with confidential information. Excellent communication (written & verbal) and interpersonal skills.

Other important facts about this job – Jurisdiction: OSS Hours of work: 40 hours per week. Application deadline: April 22, 2024 Learn more about Working at EPCOR! Follow us

on LinkedIn, Twitter, Glassdoor or Facebook! #LI-TA7 Please note the following information: A requirement of working for EPCOR is that you are at least 18 years of age, successfully attained a high school diploma (GED, or equivalent level of secondary education) and legally entitled to work in Canada. (A copy of a valid work permit may be required.) If you are considered for the position, clearance on all applicable background checks (which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment. A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion. To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement medical and drug and alcohol testing may be required.

For more information, visit [EPCOR for Legal Assistant](#)