



BINGWI NEYAASHI ANISHINAABEK

JOB POSTING - LEGAL ADMINISTRATIVE ASSISTANT

Job Summary

We are seeking a highly organized, hardworking and self-motivated Legal Administrative Assistant to keep our organization running smoothly. The ideal candidate will work with minimal direct supervision while maintaining the calendars and schedules for several departments. Therefore, he or she needs to have superb time management and organization skills. The candidate will be comfortable with general office operations, including electronic correspondence, filing, typing reports and distributing mail. Our Legal Administrative Assistant is one of the faces of our organization, and therefore should have good people and communication skills in order to best work with our staff, members and their families. Will conduct some paralegal work involving document research to assist their organization. They should be comfortable with specific search engines such as Lexis/Nexis and Findlaw. They must be able to draft documents for the staff across a variety of legal disciplines related to child and family law.

Responsibilities:

- Act as a receptionist;
- Manage court filing dates
- Assist the BNA Family Advocate/BNA Family Representative to complete Court forms
- Arrange the BNA Family Advocate/BNA Family Representative travel, court dates, appointments, etc.
- Operates various office machines including, photocopiers, scanners, telephone, and related equipment;
- Maintains personnel records and prepares a variety of personnel documents;
- Takes inventories and prepares requisitions for supplies;
- Assembles materials for mailing or shipping; May pick-up or distribute materials to others;
- Types letters, reports, statistical and financial tables, and other documents from original or corrected copy or rough draft;
- Writes Routine correspondence by following general instructions as to content or referring to templates;
- May handle cash transactions; and
- May do other work for training purposes or to meet technological changes or emergencies.

Qualifications:

- Paralegal Certificate (essential).
- Bachelors Certificate in Law or related (desirable).
- One year of experience in a legal environment.
- Ability to grasp and interpret legal documents.
- Systematic knowledge of databases and tracking systems.
- Deal tactfully and effectively with the public and other employees; and
- Pay close attention to details. Must possess current First Aid / CPR certification; food handling or be willing to be certified;
- A satisfactory Criminal Reference Check (CPIC) with a Vulnerable Sector Search (VSS) will be a condition of the employment offer.
- Class "G" driver's license mandatory.

Salary Range: \$40-45,000 dependent upon education and/or experience, Excellent Benefits Package!

To pursue this opportunity, please submit a cover letter and resume to HR at info@bnafn.ca

Miigwetch to all those who apply. Only those selected for further consideration will be contacted.