

# Legal Administrative Assistant

## A quality-focused support role for a detail-oriented individual

If you enjoy working with minimal guidance in an environment where strict confidentiality is paramount, don't miss this opportunity to join the Union Gas Legal Services team in **Chatham, ON**.

As a Legal Administrative Assistant, you will assist with the preparation of legal documents, correspondence, as well as other department and corporate documents. This role calls for strong communication skills, as you will be dealing directly with internal and external clients at all levels.

### PRIMARY RESPONSIBILITIES

Your responsibilities as a **Legal Administrative Assistant** will include:

- Administrative support for two lawyers, including document formatting and scheduling.
- Maintenance of legal filing system.
- Prioritizing and re-directing incoming mail and telephone calls.
- Maintaining legal resources and library.
- Maintaining franchise renewals in conjunction with regulatory and municipal relations.
- Administration of the invoice processing system for outside legal counsel, including communications with law firms and internal clients, as required.
- Conducting corporate searches.
- Routing documents for corporate execution.
- Formatting, proofreading and checking documents.
- Performing other administrative duties, as required.

### QUALIFICATIONS

You bring the following minimum qualifications to the role of **Legal Administrative Assistant**:

- Graduation from a Legal Secretary or Legal Assistant program or related experience.
- 2 years' experience in a law firm or legal department.
- Proficiency in Windows and MS Word, Excel, PowerPoint, and Outlook.
- Strong organizational skills, attention to detail, accuracy and reliability in all levels of work.
- Experience with, and commitment to, meeting tight deadlines.
- Ability to make decisions within areas of responsibility with minimal direction and supervision.
- Excellent written and oral communication skills.
- Demonstrated teamwork skills.
- Ability to transcribe from a Dictaphone (or willingness to learn).

#### DESIRED QUALIFICATIONS:

- Experience in the Oil and Gas industry (an asset).
- Demonstrated experience successfully addressing multiple competing priorities.
- Ability to proactively identify solutions to challenges.

**Union Gas** is a major Canadian natural gas utility and one of Canada's Top 100 employers. We've been operating in Ontario for more than 100 years. That's who we are, that's our legacy. But we're not standing still, and we invite you to begin your journey with us in these exciting times.

We offer competitive compensation, full benefits, and advancement and training opportunities to grow your career, skills and expertise. For more information on the role of **Legal Administrative Assistant** and to **apply online**, please [visit our website](#).

Union Gas, a Spectra Energy company, embraces a culture of diversity and inclusion, with equal access to opportunities based on individual merit, by creating an environment that encourages all employees to contribute their unique capabilities and perspectives.