

Position: Junior Legal Assistant
Department: Administration
Reporting To: Chief Operating Officer

THE COMPANY

Hansell LLP provides expert, independent legal and governance counsel to businesses, their directors, shareholders and other stakeholders. From navigating critical situations to designing effective governance strategies, Hansell LLP has experience in all aspects of corporate governance that are important to our clients.

POSITION DETAILS

We are looking for a hands-on Junior Legal Assistant to provide support to our Senior Partner and other legal professionals and consultants. The ideal candidate will have a good understanding of how to institute efficient work flows so that the Senior Partner and key members of the legal team are freed from day-to-day administrative and organizational details.

The candidate must have some experience and understanding of how to manage legal documents at a sophisticated capacity. The primary responsibilities will include providing document support for the lawyers and consultants, in addition to coordinating and managing the daily activities, schedules and documents. It is critical that the right candidate have a strong sense in terms of being able to prioritize multiple requirements and is eager to learn how to be the best-in-class.

This is a great opportunity to become a valued contributor to an established professional and growing team.

RESPONSIBILITIES

- Provide support for the lawyers and consultants in preparing, revising and finalizing legal and written documents
- Properly review, proofread and assist with any materials, including documents, reports, memos, briefings, presentations, forms and other items ensuring accuracy and completeness
- Properly format and implement styles of legal documents
- Assist with producing print ready documents for review by lawyers
- Ensure supporting materials (agendas, signage, A-V requirements) for meetings and events are prepared accurately and provided in a timely manner
- Take ownership for the success of the firm-wide administrative functions by effectively communicating with and providing back up support to all administrative staff, as required
- Proactively contribute to office activities to ensure an efficient and cohesive team environment
- Manage communications and correspondence (phone, voicemail, email, mail), responding when needed, bringing action items forward to appropriate individual's attention

- Manage calendars including scheduling/arranging meetings, booking meeting rooms, and sending invitations and reminders when needed
- When needed, coordinate travel, hotel and car reservations, including verifying required travel documentation, determining timelines and processes to obtain necessary documentation and taking appropriate steps to acquire documentation
- Arrange couriers and deliveries ensuring time-sensitive material is received on time
- Occasional personal errand to support the lawyers and consultants

KEY ATTRIBUTES

- High degree of professionalism that embodies Hansell LLP's values in any setting
- Proficient with scheduling meeting and managing calendars
- Proactive and anticipatory – can put themselves in the shoes of the executive
- Detail-oriented and self-motivated
- Graceful and effective under pressure in a very demanding environment
- Highly organized and able to meet deadlines
- Able to discretely handle highly confidential information
- Able to manage multiple demands
- Strong work ethic
- Proficient with technology
- Able to introduce new and interesting ideas for lawyer presentations
- Willing to learn and/or introduce more efficient workflow schemes and tools
- Responds well to constructive feedback
- Able to learn quickly

QUALIFICATIONS

- 1-3+ years of work experience as a Legal Assistant, or as an Administrative Assistant in a professional services environment, with a focus on processing documents
- Experience managing legal documents
- Familiarity with PC Law or experience docketing an asset
- Strong computer skills, not limited to Word, PowerPoint and Outlook
- Proficiency with Excel is an asset; comfort with Excel is required
- Excellent and professional command of the English language in a written and verbal capacity
- Operates with a high degree of accuracy with strong attention to detail
- Ability to manage conflicting priorities while respecting tight deadlines
- Proven ability to establish professional working relationships with colleagues and external clients

APPLY

Please send your resume and cover letter to: resumes@baystreethr.com

Please ensure to put the position title for which you are applying to in the subject line. Please note that only candidates selected will be contacted. Thank you for your interest in this position.