

**EMPLOYMENT OPPORTUNITY – Halifax
Legal Assistant –Permanent Opportunity**



By working to keep Nova Scotians safe, healthy, and on the job, and supporting them when their lives are impacted by workplace injury, WCB Nova Scotia is contributing to a safer, stronger province. We provide workplace injury insurance to approximately 18,800 employers and 300,000 workers across the province. Our vision is a Nova Scotia safe and secure from workplace injury.

WCB Nova Scotia is consistently recognized as a top employer in Atlantic Canada and across Canada, including the national honour of being a Top 100 Employer and one of Canada's Most Admired Corporate Cultures.

About the Role

The WCB is seeking a service-oriented, adaptable individual with administrative experience to join our Legal Services Team.

As a Legal Assistant, you deliver high quality clerical & administrative support services to the Legal Services team. This may include Legal work associated with Third Party, Investigations, Contracts, Privacy, Labour Relations, and Interjurisdictional matters.

The specific duties of this role may include: scheduling and organizing meetings for Legal Counsel; creating agendas; compiling and distributing minutes; creating and maintaining filing systems (both paper and electronic); formatting reports; maintaining office supply inventory; as well as typing, transcribing and copying various legal correspondence.

As safety champions, all employees are responsible for following safe work procedures; using personal protective and safety equipment as required; knowing and complying with all regulations; reporting any illness or injury immediately to their manager; reporting unsafe acts and unsafe conditions; and cooperating with occupational health and safety initiatives. We are a scent free environment. WCB champions safety and promotes a diverse and respectful workplace.

As an ideal candidate, you possess:

- Grade 12 or equivalent, plus graduation from an office administration program and a minimum of three years' experience in an office environment.
- Experience in a legal office environment would be an asset, as would experience working in a team environment.

We offer a competitive compensation package including a salary range of **\$35,889 - \$44,815.**

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to **hrdept@wcb.gov.ns.ca** by 4 pm, July 19, 2017. In the **subject line** of your email, please quote competition number: **JV 72-17 EXT** Legal Assistant.

We thank all candidates for their interest, however only those selected for an interview will be contacted.

Any offer of employment will be conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

The WCB is an equal opportunity employer committed to supporting and developing our employees. For more information, visit our website at www.wcb.ns.ca.

