



## LEGAL ASSISTANT

EQUS REA LTD. provides safe and reliable electric distribution services to commercial and industrial developments, oil and gas operations, telecommunication towers, production facilities and farms throughout 26 Alberta municipal districts and counties. Serving 11,800 members, EQUS is the largest member-owned utility in Canada. As the electrical provider of choice in rural Alberta, EQUS provides comprehensive distribution services with a 99.9% reliability rating.

EQUS is seeking a Legal Assistant to join our team in Innisfail. The Legal Assistant provides administrative and operational support to General Counsel, specifically pertaining to document and contract processes, policy and procedure processes and administrative support functions incidental to EQUS' Legal Department's business operations support and integrated operations responsibilities.

### Duties

#### Documents

- Preparing, editing, formatting, printing, scanning and revising correspondence, memoranda, large transaction documents, reports, forms, labels and other printed material through dictation, copy typing or other instructions, in accordance with the requirements set by General Counsel.
- Coordinating and dispersing tasks to be performed by various resource groups including, but not limited to, the Communication Specialists, Accounting Coordinators, Billing Coordinators, and Standards Administrators, where appropriate, while ensuring tasks are completed in a timely manner.
- Proofreading contracts and other legal documents checking for appropriate EQUS communications standards, formatting, spelling, grammar and clarity.
- Organizing materials for General Counsel's review.

#### Communications

- Reviewing and routing incoming mail and fax communications; preparing and processing outgoing mail and faxes; and arranging for specialized mail or messenger services as required.
- Receiving, handling, screening and/or directing incoming calls as directed by legal counsel; responding to routine inquiries and requests from internal client groups; and taking messages as required.
- Reviewing, organizing and filing incoming and outgoing emails in Outlook.

#### Legal Counsel Administrative Support

- Coordinating General Counsel's travel arrangements, including preparing itineraries and travel expense reports.
- Updating calendars for General Counsel, including their meetings, appointments, due dates and internal client-related activities.
- Coordinating client meetings, including scheduling rooms and arranging catering or audio-visual equipment, as required.

#### Matter and Time Management

- Managing internal matter organization including: opening new files, maintaining files, improving, maintaining and utilizing an orderly filing and retrieval system to ensure ease of reference to historical paper or electronic records, organizing law and precedent files.
- Assist General Counsel in legal matters by organizing evidence, preparing exhibits, arranging witnesses, performing basic research, and taking meeting notes.
- Working with the Regulatory & Compliance Assistant to create, maintain and store internal matter files as appropriate.

#### Business Operations

- Update and distribute legal compliance training for impacted business groups.
- Administration of contract review and new contract request processes.
- Support and manage contract lifecycle activities while continuously improving, evaluating and analyzing commercial and integrated models for optimal business solutions.
- Other duties as assigned.

### Review and Approval of Work

- This position reports directly to General Counsel.
- This position will receive work direction from the Regulatory & Compliance Leader with endorsement of General Counsel.

## **Job Requirements and Qualifications**

- Strong time management, organizational and multi-tasking skills and ability to work under pressure to meet important deadlines.
- Strong attention to detail and superior word processing, spelling, proofreading and editing skills.
- In-depth knowledge of business and legal terminology.
- Capacity to perform duties with speed and accuracy.
- High level of discretion, confidentiality and professionalism.
- Flexibility to work overtime occasionally.
- Travel within Central Alberta with a team of staff occasionally required.
- Must demonstrate personality and character qualities consistent with EQUUS' espoused values and in keeping with EQUUS' commitment to operating as a values-based organization.
- Must demonstrate advanced proficiency in Microsoft Office 2013 or 2016.
- Must demonstrate intermediate to advanced proficiency in Adobe Acrobat Pro DC.
- Experience in handling a wide range of administrative and executive support related tasks and will be able to work independently with minimal supervision.
- Experience using document management systems such as Worldox or similar software considered an asset, but is not required.
- Experience in contract administration or contract specialist activities including the developing, leading and implementing operational category efficiency opportunities including policies, total cost ownership (TCO), process optimization and forecasting, supplier relationship management and similar experience considered an asset to which preference will be given, but are not required.

## **Education and Experience**

- Legal Assistant diploma or college certificate in office administration or Information & Communications Technologies or equivalent.
- Two to three years' experience as a legal assistant in a corporate legal department or business-focused private practice environment preferred.
- An administrative assistant with equivalent experience acquired in a professional services or contracts administration environment will be considered.
- A new graduate with an exemplary educational record of accomplishments, strong references, a positive attitude and a desire to learn will be considered.

## **Benefits**

EQUUS REA LTD. was founded on the co-operative spirit, our members own the distribution system they helped build. These values form the core of EQUUS and define the attitude employees bring to work every day and enable us to accomplish our goals in an ever-changing environment. Our employees share in this success through a comprehensive wage and benefits package and excellent opportunities for development and growth.

Power up your career by joining the EQUUS team!  
Submit your application to [HR@EQUUS.CA](mailto:HR@EQUUS.CA)

**EQUUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it, for the purpose of assessing your suitability for the position for which you are applying as well as any positions that may become available during that period. You may modify or update the information by contacting the office. After 6 months your application, and any personal information collected about you during the verification process will be destroyed.**

**EQUUS REA LTD. (EQUUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUUS will not distribute your information to anyone else.**