

About the Law Society of Saskatchewan

The Law Society of Saskatchewan regulates the practice of law in the public interest. For further information, please consult the Law Society's [2023-2026 Strategic Plan](#).

In line with the Saskatchewan Human Rights Commission Equity Program, the Law Society encourages applications from equity-seeking/deserving groups with diverse skills, perspectives, and experiences. This includes Indigenous candidates, women, persons with disabilities, racialized groups, 2SLGBTQQIA+ individuals, and others who hold unique and complex lived experiences.

Position description

The Law Society is seeking an experienced full-time Administrative Assistant to provide support to the Deputy Executive Director - Strategy and Governance, Director of Regulation, Senior Policy Counsel, and other positions as required. The responsibilities of this position include:

- Assisting with and attending meetings
 - Arrange meeting logistics
 - Prepare draft agendas
 - Take minutes
 - Manage/update workplans
- Compiling and posting committee and board materials
- Responding to inquiries about initiatives
- Creating and maintaining spreadsheets/databases via Excel and Alinity and other software
- Assisting with strategic initiatives such as firm regulation, governance reform, and the future of legal services.
- Providing a full range of administrative duties including:
 - Preparing and sending professional correspondence
 - Dictation
 - Managing diaries and booking travel
 - Assisting with consultation/outreach logistics
 - Copyediting correspondence and communications
 - Preparing and updating documents and surveys
 - Contributing to a stakeholder relations group and coverage team
- Collaborating with other support staff and departments

Employment type

This is a permanent full-time position.

Key competencies and assessment criteria

Qualifications

Successful applicants will possess the following qualifications:

- Administrative experience, preferably legal experience, encompassing the following:
- Excellent attention to detail
- A sense of accountability and ownership for the final product presented
- Able to independently craft professional communications
- Able to work independently
- Excellent communication skills - written and oral
- Significant experience in Word, Excel and Adobe
- Experience with dictation software and transcription
- Experience working with databases

Lived experience as a member of an equity-seeking/deserving group will also be considered an asset.

Eligibility

Applicants must reside in Saskatchewan and be eligible to work in Canada.

Compensation and benefits

- A competitive salary and an excellent benefits package to support health and well-being including a Wellness/Flexible Benefits Account
- Personal development
- Vacation with additional days off to disconnect from work to manage life's many demands
- A collegial and friendly workplace

To apply

Apply online by **4:30 pm on Friday, February 16, 2024** at <https://lawsocietysk.bamboohr.com/careers/38>.

Please include the following in your application:

- Cover letter and resume outlining your interest and how you meet the requirements for the position
- Two to three references
- Responses to questions within the application

Information will be kept confidential and will be used for the fulfillment of the position posted.

The Law Society thanks all applicants for their interest. Only shortlisted applicants for interviews will be contacted.

Shortlisted applicants will be asked to provide a name-based criminal record check. The existence of a minor or dated criminal matter in an applicant's history is not a determinative factor. All information provided by applicants including information as to how an applicant has conducted themselves since moving on from any past criminal will be considered.

Accessibility needs

The Law Society values diversity and will provide accommodation to allow full participation and fulfillment of duties. Please provide notification of any accessibility needs or accommodation in relation to any part of the application or selection process.

Contact / Questions

E-mail Jody Martin at jody.martin@lawsociety.sk.ca