

PART TIME ADMIN ASSISTANT [0.6 FTE]

PRINCE ALBERT AREA OFFICE

PERMANENT OPPORTUNITY

Our mission at Legal Aid Saskatchewan is to “help achieve fair, balanced, and respectful justice for people in Saskatchewan”. Whether providing direct service to our clients or working behind the scenes, we’re looking for people who want to make a contribution to justice and make a difference to the lives of people in need.

THE OPPORTUNITY

- We are looking for a **Permanent Part Time Administrative Assistant** to join our Prince Albert Area Office
 - Hours of this position will occur between 8:30am and 5:00pm Mon- Fri, based on 60% of full time hours
 - Set schedule includes three 7 hr. work days occurring on Tuesday, Thursday and Friday

KEY RESPONSIBILITIES

Reporting to the Legal Director, some of the key responsibilities of the Administrative Assistant are:

- Type and review letters, documents and other materials from instructions or precedents
- Answer the phone, respond to inquiries and relay messages
- Maintain strict client confidentiality and adhere to government privacy legislation
- Provide information to the public and to clients
- Set appointments for professional staff, assess and refer unusual situations to supervisor
- Maintain client files, filing systems and electronic client database
- Perform data entry and maintain statistical records
- Provide other clerical functions, including receiving and sending mail

POSITION REQUIREMENTS

- High school diploma with one-year of relevant post-secondary education or an equivalent combination of education and experience
- Able to use a database, operate computers and is skilled in using Microsoft Office (Outlook, Word and Excel)
- Strong interpersonal skills and demonstrated client service focus
- General knowledge of the practice of law is considered an asset

COMPENSATION

- The wage range for the position is between \$23.80 - \$28.85, based on knowledge and experience

INTERESTED?

- Send your resume & cover letter to: recruitment@legalaid.sk.ca indicating '*PA Admin*' in the subject line

NOTE: In-service candidates will be considered prior to applications from the general public.

We thank all applicants, however only candidates to be interviewed will be contacted.

Legal Aid strives to be an inclusive and equitable workplace and encourages applications from people of Aboriginal ancestry, of visible minority groups, with disabilities, women seeking management and non-traditional roles and persons from other historically excluded communities.