



JOB OPPORTUNITY Administrative Staff Manager

Our mission at Legal Aid Saskatchewan is to help achieve fair, balanced, and respectful justice for eligible people in Saskatchewan. We are seeking an experienced **Administrative Staff Manager** for our Saskatoon City Area Office.

This position reports to the Legal Director - Saskatoon City Area Office & the Director of Operations at the Head Office. As the integral part of the Legal Aid team, the Administrative Staff Manager will play a key role in the management of all administrative functions at the Saskatoon City Area Office (50% of the time) and will act as our information network (LAIN) support (50% of the time).

Role Highlights:

As the Administrative Staff Manager:

- Lead the support staff, their roles and efficiencies
- Recruitment, orientation and training of all non-lawyer (support) staff
- Assist the Legal Director with scheduling of assignment of work, private bar contracts, data provision/report requests and other assigned duties

As the LAIN Support:

- Provide initial & ongoing training on our information network database (LAIN) to all Area Office staff throughout the province
- Liaise with Head Office and Area Directors on LAIN reporting and enhancements
- Identify inconsistencies in LAIN usage, investigate root causes and propose solutions to maximize effectiveness and efficiency
- Performs other related duties as required

Suitability:

This position is situated in a demanding environment which requires the highest level of communication, planning and interpersonal skills. The ideal candidate will possess a B.Comm., Administration degree or equivalent, 2+ years of experience in Operations Management; 3+ years of direct supervisory experience; experience working in a legal office [criminal and family law preferred]; and superior communication and leadership skills.

Remuneration:

- Competitive pay in the range of \$69,147 to \$84,062 per annum, based on experience;
- Comprehensive benefits package inclusive of a pension plan;
- 6 weeks off per annum (combined Vacation + EDO's) and 13 Statutory Holidays;

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. Legal Aid Saskatchewan has an employment equity program approved by the Saskatchewan Human Rights Commission.

To explore this opportunity, please submit your resume and cover letter (including references) outlining your experience and interest. Applications without a cover letter will not be considered. We welcome qualified applicants to apply by 5:00pm on Wednesday, **February 3, 2020** to recruitment@legalaid.sk.ca

NOTE: Due to the high volume of anticipated applications, only shortlisted applicants will be contacted.

For a full list of current opportunities, visit our website at <https://www.legalaid.sk.ca/careers.php>