



## Legal Assistant/Corporate Secretary

The Inuvialuit Corporate Group encompasses several corporations established pursuant to the Inuvialuit Final Agreement (IFA) and is responsible for the assets, businesses and programs which have grown out of the IFA.

The Inuvialuit Corporate Group has an immediate opening for an experienced Legal Assistant in this busy corporate setting.

The Incumbent will provide legal assistance as required, including:

- Coordinating the gathering of information from various departments in preparation of contracts and other legal documents
- Drafting various legal documents for review as directed and maintaining corporate minute books and records
- Handling routine inquiries in the Chief Legal Officer's absence, based on knowledge of the file – responds to inquiries exercising good judgement and discretion
- Developing and maintaining filing systems
- Conducting legal research
- Building a positive rapport with clients

Responsibilities will include corporate administrative duties for the Inuvialuit Corporate Group, including:

- Coordinating Board of Directors meetings, and all follow-up documentation
- Composing correspondence
- Liaising with client groups

The successful candidate will be responsible for providing supervision and guidance to two other administrative support positions.

To be successful in this position, you must have:

- Graduated from an accredited legal assistant program
- A minimum three years experience working at a senior legal or corporate level
- Exceptional drafting abilities and attention to detail with regards to making changes to documents and agreements
- Excellent organizational and time management skills and an ability to manage multiple priorities and clients
- Experience in financing and acquisitions, as well as a working knowledge of corporate records
- Proficiency in working with MS Word, Excel, Powerpoint and Outlook



- Administrative excellence and attention to detail with regards to filing, writing correspondence and other administrative tasks

If this exciting opportunity interests you, please submit a cover letter and resume in confidence to:

Inuvialuit Regional Corporation  
Human Resources  
Bag Service # 21  
Inuvik NT X0E 0T0  
Fax: 867-777-4506  
Email: [jobs@irc.inuvialuit.com](mailto:jobs@irc.inuvialuit.com)

**Closing Date :**        **29 August 2011**

*Thank you for your interest, only candidates selected for an interview will be contacted.  
Priority consideration will be given to beneficiaries of the Inuvialuit Final Agreement.*

