

Job Title: Legal Assistant

Position Summary:

As Legal Assistant you will be responsible for providing legal administrative and general administrative support for the legal and compliance functions of our company, MESCA. MESCA's legal and compliance mandate is to provide legal support to address the growing and evolving needs of our organization and to ensure that MESCA's operations are conducted in accordance with all applicable corporate and legal requirements, with integrity and in an ethical manner. We seek a reliable and well-organized team member, problem solver and adaptable continuous learner with outstanding initiative, communication skills, attention to detail and high standards of ethics, professionalism and integrity. This position reports to the Director of Legal Compliance and Corporate Communications.

Key Responsibilities:

- **Third Party Due Diligence:** Third party due diligence relating to vendors, customers, counterparties to contracts.
- **Contract Management:** Preparation of contracts from standard forms; Maintenance of contracts and associated reminders relating to renewals of contracts, certificates, etc.
- **Advertising Due Diligence:** Reviewing advertising material by applying company brand standards, and marketing policies; supporting marketing department's application of same.
- **Legal Updates:** Gathering information using legal databases and associated alerts, distributing important developments to internal stakeholders.
- **Litigation Support:** Administration relating to management of litigation holds; Maintenance of litigation files and documents.
- **Meeting Minutes:** Preparation of meeting minutes and action items, organizing follow ups with internal stakeholders.
- **Continuous Improvement:** Create, develop, manage and implement continuous improvement projects pertaining to advancement of compliance and legal within MESCA's operations.
- **Internal Committees:** Engage in and support internal company committees (incl. Health and Safety, Green Team).
- **Professional Development:** Stay abreast of current legal developments, news and current events and report new developments; Prepare and facilitate presentations to MESCA and affiliates as requested.
- **Compliance and Audit Support:** As requested by legal and compliance team members, support responses to frequent legal compliance informational requests by affiliated entities and audits, through proactive, cross-functional teamwork and collaboration with internal stakeholders by specified deadlines.

Requirements & Qualifications:

- Degree or diploma from a recognized college or university. Specialization in one or more of the following is preferred: project management, law, business, technology, accounting, engineering / science / computer science.
- Highly adaptable and continuous learner. Highly computer literate. Experience with e-learning development projects and related software; fluency in Microsoft Office suite of programs.
- Minimum of 2 years of progressive post-college / university working experience. Experience working in a legal environment is an asset.
- Working knowledge of corporations, due diligence, cybersecurity, privacy, misleading advertising, export control / international trade, health and safety, competition law, contract law, corporate communications an advantage.
- Impeccable integrity, trustworthy. Excellent communication skills and attention to detail. High proficiency in English, spoken and written.
- Some travel may be required (0 - 5%).

Accommodations will be available upon request for persons with disabilities.