

POSITION DESCRIPTION

POSITION TITLE: Legal Assistant – Executive & Governance

POSITION CATEGORY: General Counsel

SCHEDULE TYPE: Full-time

POSITION LOCATION: On-site

PRPA Head Office
Prince Rupert, BC V8J 1A2, CAN

POSITION SUMMARY

Reporting to the Vice President, Communications, Community Relations & General Counsel, the Legal Assistant is responsible for providing executive level legal and administrative support to the Vice President, the Board of Directors, and the Associate Corporate Secretary. The Legal Assistant ensures efficient coordination and maintenance of the department's responsibilities and functions including oversight of the department's files, activities, and schedule. The role requires a highly organized, service-oriented, and professional individual who is personable, approachable, and confident when interacting with the Board of Directors and Executive Leadership team.

POSITION ACCOUNTABILITIES

- Provides executive level legal support to the Vice President, Board of Directors, and Associate Corporate Secretary by ensuring correspondence, appointments, and administrative services are effectively managed. This includes timely filing, response, and follow-up on emails and files, while maintaining working knowledge of ongoing business files and initiatives of the department.
- Coordinates complex travel arrangements, itineraries, and logistics. Prepares, reconciles and processes expense claims and related reports.
- Coordinates Board, executive, and legal meetings, as well as special events, including scheduling, venue arrangements, catering, hospitality, material preparation, attendee communications, and logistical support. Supports the Associate Corporate Secretary by drafting and maintaining content for the Board Governance Manual, Board and Committee calendars, Directors' Handbook, Management Report, and other related materials as required.
- Supports the Associate Corporate Secretary, as assigned, to maintain and administer the Diligent Board resource library, by ensuring materials are current, accurately organized, and accessible. Manages user access, including assigning permissions and adding or removing users, in accordance with governance requirements. Ensures related website and internal site content remains current.
- Maintains a working legal knowledge of various corporate files, including commercial initiatives, contracts, and projects of the Vice President and Associate Corporate Secretary. Ensures that all files and correspondence are handled confidentially, professionally, and efficiently. Manages electronic files and workflow using M-Files and Diligent Boards, in accordance with internal policies and procedures.
- Provides legal and administrative support to the department, with a particular focus on the Legal Services and Real Estate team. This includes coordinating and maintaining real estate

transaction files, preparing and processing contracts, leases, and licenses, tracking key dates and obligations, facilitating execution processes, maintaining records, and supporting commercial and property-related projects and initiatives.

- Responsible for overall oversight of the department, including maintaining the department calendar and task lists, and diarizing files and calendars of applicable court dates or other work-related deadlines. Track the department's work accomplishments and progress towards organizational strategic objectives.
- Coordinates and schedules the budget development and review process for the department and Board of Directors to ensure process timelines are met. Ensures invoices are properly coded for the Finance Department; and administer accurate and timely preparation and submission of Board payroll time records.
- Participates in departmental and project meetings for purposes of recording activity, meeting discussions, action items, and outcomes for corporate records.
- Performs other duties as required.

WORKING CONDITIONS

- Works predominantly in an office environment
- Regular, full-time position (37.5 hours per week)
- Regular working hours are Mondays to Fridays, 8:00 AM to 4:30 PM with 1 hour lunch break
- Able to work remotely at times in accordance with PRPA policies.

JOB SPECIFICATIONS

Formal Education

- Minimum 2 years post-secondary education – legal assistant designation or university degree considered an asset, or equivalent experience.

Related Experience

- Minimum 3 years' related experience as an executive assistant, legal assistant, or other comparable experience.
- Experience supporting Boards of Directors or corporate governance functions is considered a strong asset.

Other Requirements

- Exceptional interpersonal, customer service, and relationship-building skills. Comfortable interacting with senior executives, Board Directors, external stakeholders, and members of the public.
- Strong understanding of MS Office.
- Strong spoken and written communication skills.
- Highly organized and detail-oriented with the ability to anticipate needs, take initiative, and consistently deliver a high standard of service.
- Demonstrated experience coordinating executive calendars, meetings, travel, events, catering, and related logistics, with a strong commitment to providing seamless administrative support.
- Demonstrated ability to exercise discretion, professionalism, diplomacy, and tact when dealing with confidential or sensitive matters.
- Demonstrated ability to manage multiple projects concurrently and to effectively handle changing priorities.
- Enthusiastic and self-motivated. Works well individually as well as in a team environment.
- Able to obtain security clearance under Transport Canada's Security Clearance Program.

- Possess a valid Class 5 Driver's Licence.

The base salary range for this role is \$77,689-\$97,112. This position is eligible for a performance-based variable incentive targeted at 10% of the base salary.

Equity, Diversity, Inclusion and Belonging are at the heart of PRPA's culture and play a vital role in our growth strategy. We are committed to ensuring that everyone feels a sense of belonging and can contribute to their maximum potential. Our differences are the reason great things happen here. If you are an applicant in need of accommodation or special assistance throughout the interview process, please submit a request by email to careers@rupertport.com.

Individuals of Indigenous descent are strongly encouraged to apply.

Interested applicants please submit your resume to: careers@rupertport.com