



Health Association Nova Scotia is a not-for-profit, non-government, membership-based association with almost 60 years' experience in delivering shared services for a wide range of health and health-related organizations. Our four core services include Clinical Engineering Services, Group Benefits Solutions, Labour Relations and Compensation Analysis, and Financial Services. We are also a joint sponsor of the Nova Scotia Health Employees' Pension Plan and provide policy support for our continuing care members.

### **Legal Assistant – Full Time Permanent - Bedford**

#### **DUTIES:**

The Legal Assistant is responsible to assist the team within Labour Relations and Compensation Analysis, which includes providing direct assistance to multiple lawyers and professional staff. As Legal Assistant, you will provide efficient, accurate and knowledgeable legal assistance which includes: preparing correspondence, memo's, briefs, subpoenas; opening and closing files including handling relevant case correspondence; arranging meetings, conference calls, arbitration hearings and travel; arranging calendars and schedules; responding to service wide inquires; maintaining electronic tracking systems, databases, bring forward systems and filing systems; photocopying, generating reports and running queries; conducting research into cases as required; you will also provide assistance to the Compensation Analysis group, including administering a database and overall administrative functions.

#### **QUALIFICATIONS:**

Successful completion of a legal services or paralegal services program at the post-secondary level preferred and at least 3 years of work related experience. The successful candidate will have strong organizational and time management skills; excellent attention to detail and superior proof reading skills; and the ability to effectively work with clients and team members, including building and maintaining strong working relationships; demonstrated initiative, ability to work independently, set priorities and meet demanding timelines without sacrificing work standards; and excellent communication, listening and problem solving skills are required. We are seeking an individual who has strong computer skills, specifically in Word, Excel, Power Point, with the ability to learn new programs quickly. Labour Law experience would be considered an asset.

#### **SALARY:**

We offer a competitive salary and benefit package.

**TO APPLY:** Please send cover letter and resume to [tina.sanford@healthassociation.ns.ca](mailto:tina.sanford@healthassociation.ns.ca). Health Association thanks all applicants for their interest; however only those selected for interview will be contacted.

#### **APPLICATION DEADLINE:**

**Closing Date: Monday March 4<sup>th</sup>, 2019 (midnight)**

#### **Please send a Cover Letter and resume to:**

Tina Sanford, Manager, Compensation Design and Analysis  
Health Association Nova Scotia  
2 Dartmouth Rd, Bedford, NS B4A 2K7  
[tina.sanford@healthassociation.ns.ca](mailto:tina.sanford@healthassociation.ns.ca)  
[www.healthassociation.ns.ca](http://www.healthassociation.ns.ca)