

PERMANENT EMPLOYMENT OPPORTUNITY

Contracts Coordinator

Halifax, Nova Scotia

About the Workers' Compensation Board of Nova Scotia

Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

About the Role

The Contracts Coordinator role provides support, drafting, research and/or desktop design services for the Legal Department in relation to agreements and general legal to ensure that the operational contract needs of the organization are met and that the Legal support services of the WCB run smoothly and efficiently.

Work in this group covers a broad array of responsibilities, all of which require incumbents to work in partnership with other support roles in legal, legal counsel and others throughout the organization, providing organizational contract support and departmental legal support services. Work includes providing administrative support to legal counsel responsible for Contracts/agreements as and when required. Work also includes providing support to the Legal Department, which includes a broad range of administrative services as well as the provision of simple legal and general office duties.

Work in this position requires the receiving of Contract Request Forms and Requests for Proposals and as necessary gathering supporting information from contract requestors to support the negotiating and drafting of agreements. Work includes maintaining a filing system of original agreements and participating in contract negotiating and organization meetings as required. Work includes drafting contract extensions and supplier service contracts with legal counsel, as well as assisting legal counsel with preparation of Risk analysis memos and correspondence on agreements. Work with legal counsel to develop and monitor the organization's agreement system, procedures and statistics and to ensure operational follow-up on Contracts and Memorandum of Understandings.

Your Experience & Skills

- Graduation from a legal secretarial program or a related program.
- Minimum of five (5) years' experience in a legal services environment, with at least two (2) of those years working with agreements/contracts.

We offer a competitive compensation package ranging from \$63,239 - \$79,037.

Application Details

Please email your resume and cover letter to hrdept@wcb.ns.ca by **4pm on February 14, 2025**. In the subject line of your email, please quote: **JV 27-25 EXT Contracts Coordinator**.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).