

PERMANENT EMPLOYMENT OPPORTUNITY

Administrative Assistant, Legal (On-Site)

Halifax Nova Scotia

About the Workers' Compensation Board of Nova Scotia

The 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 Administrative Assistant, Legal provides support and assistance to the Legal Services Team including; scheduling and organizing meetings (lawyer's meetings and monthly Legal Services meetings), creating agendas, taking and distributing minutes; creating and maintaining filing systems (both paper and electronic); formatting reports, knowledge of PowerPoint presentations with graphics, charts, Excel spreadsheets; financial, medical or legal terminology pertinent to the position, maintaining supply inventory; maintaining attendance records and records management, co-ordinate with IT/HR on documentation for new hires/personal leaving; assisting in all aspects of legal activities as required; performing general administrative duties, light duties, photocopying, etc. as assigned.

This role is also responsible for typing, transcribing, and copying various legal memos/letters/documents regarding matters including but not limited to Third Party, Investigations, Contracts, Privacy, Labour Relations and Interjurisdictional issues.

Your Experience & Skills

- Grade 12 or equivalent, plus graduation from an office administration or related program
- A minimum of three years' experience in an office environment.
- Experience in a legal office environment would be an asset, as would experience working in a team or team-like environment.

We offer a competitive compensation package ranging from \$45,182 – \$56,476.

Application Details

Please email your resume and cover letter as one document with your name and the job title in the document title (Microsoft Word format) to hrdept@wcb.ns.ca **by 4 pm on March 28, 2025**. In the subject line of your email, please quote competition number: JV 56-25 EXT Administrative Assistant, Legal.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). 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.