

**Position:** Legal Executive Assistant  
**Department:** Administration  
**Reporting To:** Chief Operating Officer

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## **THE FIRM**

Hansell LLP provides expert, independent legal and governance counsel to businesses, their directors, shareholders and other stakeholders. From navigating critical situations to designing effective governance strategies, Hansell LLP has experience in all aspects of corporate governance that are important to our clients.

## **POSITION DETAILS**

We are looking for a hands-on senior-level Legal Executive Assistant to provide support to our Senior Partner and other legal professionals and consultants. The ideal candidate will have a deep understanding of how to institute efficient work flows so that the professionals are freed from day-to-day administrative and organizational details.

The candidate must have experience and an in-depth understanding of how to manage legal documents at a sophisticated capacity. The primary responsibilities will include providing document support for the legal professionals and consultants, as well as managing the daily activities, schedules and documents of the legal professionals, as needed. It is critical that the right candidate have a strong ability to prioritize multiple requirements, while being a consummate team player.

This is a great opportunity to become a valued and dynamic contributor to an established professional and a growing team.

## **RESPONSIBILITIES**

- Provide support for the lawyers and consultants in preparing, revising and finalizing legal documents
- Accurately review, proofread and assist with any materials, including documents, reports, memos, briefings, presentations, forms and other items ensuring accuracy and completeness
- Properly format and implement styles of legal documents
- Assist with producing print-ready documents for review by lawyers and/or consultants
- Ensure supporting materials (agendas, signage, A-V requirements) for meetings and events are prepared accurately and provided in a timely manner
- Take ownership for the success of the firm-wide administrative functions by effectively communicating with and providing back up support to all administrative staff, as needed
- Proactively contribute to office activities to ensure an efficient and cohesive team environment
- Manage communications and correspondence (phone, voicemail, email, mail), responding when needed; bringing action items forward to appropriate individual's attention

- Manage calendars, including scheduling/arranging meetings, booking meeting rooms, and sending invitations and reminders when needed
- When needed, coordinate travel, hotel and car reservations, including verifying required travel documentation, determining timelines and processes to obtain necessary documentation and taking appropriate steps to acquire documentation
- Arrange couriers and deliveries ensuring time-sensitive material is received on time
- Occasional personal errands to support the lawyers and consultants

## **KEY ATTRIBUTES**

- High degree of professionalism that embodies Hansell LLP's values in any setting
- Proficient with scheduling meetings and managing calendars
- Proactive and anticipatory – can put themselves in the shoes of the executive
- Detail-oriented and self-motivated
- Thrives gracefully under pressure in a very demanding environment
- Highly organized and able to meet deadlines
- Able to discretely handle highly confidential information
- Able to manage multiple demands
- Able and willing to provide mentorship to other members of the firm
- Strong work ethic
- Can seamlessly transition from generalist to specialist without losing traction
- Responds well to constructive feedback
- Comfortable with technology
- Able to learn quickly

## **QUALIFICATIONS**

- 10+ years of legal assistant work experience, including at least 2 years at a senior level
- Experience managing legal documents
- Familiarity with PC Law and experience docketing a strong asset
- Strong computer skills including Word, PowerPoint and Outlook
- Proficiency with Excel is an asset; comfort with Excel is required
- Excellent and professional command of the English language in a written and verbal capacity
- Operates with a high degree of accuracy with strong attention to detail
- Ability to manage conflicting priorities while respecting tight deadlines
- Proven ability to establish professional working relationships with colleagues and external clients

**APPLY**

Please send your resume and cover letter to: [resumes@baystreethr.com](mailto:resumes@baystreethr.com)

Please ensure to put the position title for which you are applying to in the subject line. Please note that only candidates selected will be contacted. Thank you for your interest in this position.