



Legal Coordinator

Permanent Full Time

Regina, SK

Salary Range: \$49,920 - \$69,888

The Legal Coordinator administers the land acquisition and registry files, assists the solicitors by preparing legal documents, maintaining records and files, conducting research and by providing timely and accurate responses to customers, industry contacts, employees, government agencies and senior management of the Corporation.

Qualifications

Education & Experience:

- Legal Secretarial Certificate from a recognized institution.
- Four (4) years of experience in a senior secretarial or administrative role.
- Experience in the land acquisition and land titles management ISC registries area would be considered an asset.

SaskEnergy, together with TransGas, delivers natural gas throughout Saskatchewan. We offer an array of challenging career opportunities, an attractive total rewards package and a warm and welcoming atmosphere. SaskEnergy values and supports a diverse workforce and appreciates all applications; please note, only those applicants under consideration will be contacted.

For more information regarding this career opportunity and to apply online, please visit our website at www.saskenergycareers.com. Applications must be received online by 4:00 pm on Friday, August 3, 2018.