

In scope

Full time, Permanent

Location: Saskatoon Legal Office. This role is eligible for hybrid work. This means you'll have the flexibility of working from home and in the office on a scheduled rotation once training requirements are completed. Until then, the successful incumbent will be expected to work on-site, full-time.

Division: Legal Global

Pay Range: \$64,901.00 - \$81,900.00

Apply By: June 29, 2026.

Do you feel like you need a change? Are you ready to stretch your skills in new ways? Then the legal team in Saskatoon may just have the challenge you need.

We are looking for permanent, full-time Paralegal to join our Saskatoon Legal team in Saskatoon. We want to hear from you if you:

- Are curious, organized, have strong interpersonal and communication skills and can effectively engage with team members and external partners.
- Are a self-starter, pays attention to detail, can make and manage commitments effectively in a busy environment.
- Have an interest in further developing your insurance and legal knowledge.
- Want to leverage your leadership skills for good – like actively supporting SGI's culture, expanding your own learning, and supporting your colleagues as they do the same.

Typically, these skills are gained through a **two-year diploma** from an accredited post-secondary education institution in a relevant field of study such as Social Sciences or Business, or defined equivalency and **1 – 3 years' paralegal experience**. We know the confidence gap and imposter syndrome can get in the way, but please don't hesitate to apply. We'd love to hear from you!

As per the above requirements, please ensure your education and/or course credentials (excluding driver's license) are updated in your Workday profile before you submit your application. If you make any changes to your education, please inform the Recruiter before the job posting closes. Failure to do so may result in your application not being considered.

To learn more about this position, check out the [full job description](#). There, you'll find all requirements and accountabilities in greater detail.

At SGI, we are committed to a workplace where people feel respected, valued, and able to contribute fully. Through fair, consistent, and transparent people practices, we attract skilled talent with varied lived experiences and offer meaningful work, opportunities for growth, and a strong sense of belonging. Our commitment to reconciliation includes inclusive hiring practices that create meaningful opportunities for Indigenous peoples and support a workforce reflective

of the communities we serve. Join us in building a culture where contributions are valued and shared success is shaped by our people.

If you require an accommodation during the recruitment process, we invite you to submit your accommodation request to employeeleaves@sgi.sk.ca and we will work through your request with you. All information received will be kept confidential

This position closes on Monday, June 29, 2026, so submit your application online by 11:59 p.m. Saskatchewan time that day.