



Legal Education  
Society of Alberta

## Integration Assistant

Edmonton, Alberta

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The **Legal Education Society of Alberta** (LESA) was founded in 1975 to serve the Alberta legal community. As the primary provider of continuing legal education in the province, we serve the spectrum of educational and professional development needs by delivering high-quality educational programs and resources to legal professionals throughout Alberta.

We strive to lead the way in corporate culture by valuing our greatest asset—our employees, who are forward thinking and continuously set high standards of excellence. We are happy to have been named as one of **Alberta's Top 70 Employers** for the past two consecutive years (2017 & 2016).

We are seeking to fill the role of Integration Assistant, based in Edmonton. This position reports to the Director of Integration.

### THE ROLE

Integration Assistants are responsible for providing general administrative support to advance the organization's goals in a manner consistent with the organization's mission, vision, and values.

Responsibilities include:

- Providing general administrative support and backup for the Integration team;
- Providing support on various communications and marketing initiatives (as needed);
- Handling incoming and outgoing mail, faxes, record-keeping, and filing;
- Preparing and sending correspondence;
- Answering phones and welcoming visitors to the office, as well as booking conference calls, travel arrangements, and meetings (including ordering food, booking facilities, and preparing materials);
- Entering data into, and retrieving data from, a customer relationship management [CRM] system;
- Fulfilling customer service duties (as needed), including registration and order processing;
- Preparing, administering, and collating data from surveys;
- Providing backup for customer service;
- Ordering office supplies and purchasing cards or gifts;
- Providing general administrative support to the Executive Director;
- Acting as primary administrative support person for all Board of Directors work (eg. organizing meetings, travel/accommodation arrangements; consolidating, organizing, filing, and sending materials; and keeping records); and
- Performing other administrative activities, as required.

### QUALIFICATIONS

#### Experience

- Minimum of 1 year experience in an administrative position
- Experience working in the legal profession is an asset
- Experience in communications or marketing is an asset

- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Acrobat Pro, and internal systems and software – experience with HTML coding is an asset

#### **Education**

- High school or equivalent
- Post-secondary education in office administration (or related program) is an asset

#### **Characteristics**

- Excellent interpersonal and communication skills
- Team-oriented, collaborative, and self-motivated
- High level of integrity and accountability
- Ability to prioritize competing tasks and timelines; well-organized
- Attention to detail and accuracy
- Commitment to lifelong learning, development, and self-improvement; willingness to develop functional and technical knowledge and skills
- Exceptional customer service skills

#### **HOW TO APPLY**

If you are interested in being considered for this position, please email your cover letter and resume to [careers@lesa.org](mailto:careers@lesa.org) with “Integration Assistant” in the subject line.

#### **CLOSING DATE**

This posting closes at 11:59 PM on Thursday, November 30, 2017, or until a successful candidate has been hired.