



As Canada's leading full-service Out-of-Home advertising company, OUTFRONT has strong coverage across the country. OUTFRONT leads the industry with data driven intelligent campaign solutions for our clients. We are passionate about what we do and provide turn-key service from start to finish.

## **We are currently seeking an enthusiastic and driven team player to join our Legal team as a **Legal Assistant/Law Clerk****

### **In this role, YOU will:**

- Provide administrative support to the Legal Department members, ensuring the needs of the customers are fully met and in a way to support achievement of organizational goals.
- Organize legal files, including litigation file management.
- Prepare, review and maintain documents, reports and other correspondence materials for the Legal Department including certificates of insurance, corporate filings and lease registration documents.
- Draft and review standardized legal agreements (eg: NDAs).
- Create, maintain, update, review and ensure accuracy of various documents (PDF, Excel and Word).
- Maintain and update various databases for the Legal Department.
- Review, evaluate and distribute all incoming and outgoing mail for the Legal Department.
- Closely liaise with all company departments as necessary to ensure effective and timely delivery of services.
- Proactively identify and recommend opportunities to improve delivery of administrative services.
- Maintain current knowledge of systems and provides input on issues or concerns as they relate to the position.
- Perform other administrative duties as assigned.

### **YOU possess:**

- Secondary education or equivalent, with a Legal Assistant/Law Clerk certificate or diploma, or an equivalent combination of education, training and experience.
- A minimum of 2-3 years of direct work experience in a legal administrative support capacity.
- Strong administrative skills with knowledge of office procedures.
- Excellent analytical and problem solving skills, with a keen eye for details.
- Effective planning, prioritization, organization, multi-tasking, and time management skills to meet deadlines and changing priorities.
- Energetic, self-motivated and results-focused.
- Excellent communication and interpersonal skills with the ability to interact in a professional and effective manner with internal and external customers, and employees at all levels of the organization.
- Proven team player who is both nimble and flexible.
- Proficient with MS Office - Word, Excel, PowerPoint, Adobe and Outlook.

**Candidates are invited to submit their resume to Human Resources  
by e-mail at: [jobs@outfrontmedia.ca](mailto:jobs@outfrontmedia.ca).  
We will only contact candidates under consideration.**

*'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'*