

True North Sports + Entertainment is looking for a self-motivated and organized individual to join our team.

The **Legal Assistant** will work directly with True North's in-house legal department and will interact and assist with other True North executives and departments as required.

What to be excited for in this role:

- Lead the administration of True North's digital document room.
- Review agreements and contracts related to all entities of the organization.
- Proofread and edit all documentation for grammar, spelling, and content accuracy.
- Coordinate and administrate True North's corporate sponsorship agreements and private suite licenses.
- Monitor True North's trademark monitoring service.
- Assist with intellectual property enforcement, including monitoring trademark infringements and assisting with cease and desist letters.
- Provide general administrative assistance to the legal department, and other True North executives and/or departments.
- Assist True North's reception team as required.

What we need from you:

- Diploma or certificate in a recognized legal or other Administrative Assistant program (or an equivalent combination of education and experience) is an asset.
- Ability to work with the utmost of discretion and confidentiality adhering to strong professional ethics.
- Proficiency with Microsoft Office with an emphasis on Excel, Word and PowerPoint.
- Excellent attention to detail and strong organizational skills.
- Excellent communication skills, both written and oral. Must be able to communicate effectively with both internal and external stakeholders where necessary.
- Self-motivated with the ability to work both collaboratively and independently with minimal supervision.
- Strong proof-reading and documentation skills.

Due to the nature of the sports and entertainment industry where indoor public assembly takes place, it is True North's expectation that all employees must be fully vaccinated for COVID-19 in a manner approved by Health Canada. Providing confirmation of full vaccine status is a condition of employment unless a request for accommodation in accordance with The Human Rights Code (Manitoba) has been received and approved by True North. Reasonable documentation supporting any request for accommodation will be required.

To apply for this position please email **your resume and cover letter, including salary expectations** (in PDF format as one document) to hr@tnse.com. Please include **Legal Assistant** in the subject line.

Closing date: Tuesday, October 26th

WE ARE TRUE NORTH.

We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.

