

Legal Land Administrator

The successful candidate will be a motivated self-starter, friendly, outgoing and excellent at multitasking. This role is located at the Corporate Head Office in Brandon, MB and is full time, 40 hours per week; Mon-Fri 8:00 am to 5:00 pm.

Responsibilities

- Supports legal aspects by drafting, revising, scanning and maintaining files related to land leases and legal obligations.
- Ensures positive relationships exist and are maintained between NetSet Communications and Land Owners and/or third parties.
- Assists in the preparation of contractual provisions and the administration of contract proposals
- Examines and reviews existing contracts; renews leases on land
- Liaises with co-location hosts, ensuring contract agreements are met and upheld
- Provides ongoing administrative support to other members of the team, including word processing, filing, searches, research, and analysis of legal requirements
- Other duties as assigned

Qualifications

- Diploma specializing in Legal Assistant or related subject preferred; combination of education and experience will be considered; minimum High School diploma supplemented with Experience
- 1-3 years of experience in Legal Assistant/Land clerk role an asset
- Reliable and organized with the ability to demonstrate professionalism in work and self-presentation
- Excellent phone etiquette, verbal and written communication skills
- Value open communication and have a willingness to invest in working relationships
- Excellent analytical, organizational, time management and multitasking skills and the ability to work effectively under pressure and meet deadlines
- Ability to set priorities with a sense of urgency and interact well with people at all levels of the organization
- Must possess ability to remain confidential and demonstrate integrity, trust and discretion
- Ability to travel; may require overnight

If you feel that this position is for you, please forward your cover letter and resume to the address below, clearly stating how you meet these requirements. This position is based out of Brandon, MB. Salary and benefits to be commensurate with education and experience.

NetSet Communications
5 Granite Road
Brandon, Manitoba
R7A 7V2
careers@netset1.ca

NetSet Communications is one of Canada's largest Wireless Broadband private Internet Service Providers, well known for professionalism, integrity, and great service. By joining us, you will become part of a fast pace and dedicated team that works together to provide our clients with the highest possible level of service. As a member of the team we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn and grow to the highest level of your ability and potential.