
Position: Legal Administrative Clerk

Location: Mississauga, Ontario

Overview:

COMPASS GROUP CANADA LTD. is the leading food service and support services company in Canada with over 25,000 associates and \$1.54 billion in revenues. Our vision for growth and success is a powerful one, to combine fresh ideas with the industry's greatest talent -- **Great People, Great Service, Great Results!**

We are seeking an experienced **Legal Assistant/Law Clerk** to be part of our Legal group. Working from the corporate headquarters in **Mississauga** under our new Hybrid Work Policy and reporting to our Senior Law Clerk. The successful candidate will be responsible for the coordination of all of Compass' Licenses (business, liquor etc.), client contracts, including food service, facilities management and confidentiality agreements.

Duties and Responsibilities:

LICENCES

- Will in charge of maintaining, applying, cancelling the following Licences:
 - *Business licences*
 - *Health permits*
 - *Tobacco*
 - *Lottery*
 - *Liquor*
 - *Canada Radio Licences*

CORPORATE SUPPORT

- **Stats Canada – Schedule 1 Annual Corporate Returns** – Filed yearly when notice is rec'd from Stats Canada by email for each corporate entity.

Required Qualifications (please only apply if you meet all required qualifications):

- Two to five years of related work experience
- A good understanding of contract law and of law firm or legal department processes and systems
- Highly motivated, detail-oriented individual with excellent organizational and communication skills who possesses the confidence and interpersonal skills to establish and maintain both internal and external relationships
- Works well independently and a positive team player
- Excellent communication skills (verbal and written)
- High level of proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook)

Assets:

- Ability to speak, read and write in French would be an asset

To apply, please visit: <https://jobs.compassgroupcareers.com/job-invite/1097653/>