

Search Profile

Corporate Paralegal Edmonton Airports

Delivery Team Contact:

Janine Hill – Managing Partner, Edmonton
janine@humanisadvisory.com

Max Dawson – Partner
max@humanisadvisory.com

Nathan Makarowski – Search Manager
nathan@humanisadvisory.com

Pooja Nayak – Search Coordinator
pooja@humanisadvisory.com

The Organization

The Edmonton International Airport (YEG) is a major aviation hub located just outside of Nisku, AB. Serving as the primary gateway to Alberta's capital city, YEG is dedicated to facilitating efficient, safe, and sustainable air travel. YEG not only manages passengers and cargo operations but also supports economic growth by connecting the city across the globe.

Their **vision** is to have more flights to more places – connecting the world. This vision drives YEG to continuously seek new opportunities and partnerships that will benefit the community. YEG believes that by working together, they can create a future where everyone has the opportunity to succeed.

YEG's **mission** and aspiration is to ignite prosperity for the region, its people, for YEG and ZVL. More than just a hub for travel, YEG is a catalyst for commerce, innovation, and economic development. With over 7,500 acres of land, 300+ direct employees, and more than 5,000 people working across their campus, YEG is one of Alberta's most important infrastructure assets.

YEG lives true to its **values** in everything they do:

- ◆ **Safety & Security First:** They ensure that the safety and security of their customers, employees, facilities, and environment is a primary concern in all aspects of doing business.
- ◆ **Owning The Outcome:** They are motivated by customer expectations in providing quality facilities and services in a customer-sensitive and service-driven manner.
- ◆ **Doing The Right Things Right:** They are accountable for all of their actions including financial management, and act honestly and respectfully in their business relations, resource usage, treatment of their customers and each other, and in the general conduct of their business.
- ◆ **Investing In Our Talent:** People are their most important resource; they work together to foster an open and cooperative environment that encourages teamwork, communication, and mutual respect.
- ◆ **Empowering Sustainability:** They are committed to responsibly managing all of their assets to advance the region's environmental stewardship, social well-being, and economic impact.



Attractions & Opportunities

- ◆ **Engage Across a Diverse Stakeholder Network** | Collaborate with internal teams, airlines, tenants, regulators, and community partners in a highly integrated environment where cross-functional impact is immediate and visible.
- ◆ **Join a Values-Driven Culture** | Be part of an inclusive, people-first organization that prioritizes accountability, collaboration, and family, supported by a leadership team committed to culture and continuous improvement.
- ◆ **Shape the Airport of the Future** | Contribute to a strategy focused on growth, optimization, and diversification, ensuring YEG remains a vital driver of prosperity for the region and beyond.
- ◆ **Opportunity to Impact Both Operations and Culture** | Bridge service excellence with operational infrastructure while influencing facility standards, contracted services, passenger touchpoints, and safety and quality systems.

The Position

Title: Corporate Paralegal

Reports To: Director, Legal Services and Privacy Officer

Location: On site; Edmonton International Airport

Key Responsibilities

Legal Operations & Intake

- Manage legal intake and matter tracking, including the opening, organization, and maintenance of matter files and related documentation.
- Coordinate workflow across the Legal Team to support prioritization and the efficient allocation of legal resources.
- Serve as a central point of contact for business units, guiding stakeholders through legal request processes and procedures.
- Contribute to the ongoing development, implementation, and optimization of legal systems, tools, and processes.

Contract & Document Management

- Draft, format, and manage agreements and correspondence using approved templates and under the guidance of legal counsel.
- Maintain accurate and organized contract records within document and contract management systems.
- Coordinate the full contract lifecycle, including preparation, execution, filing, and retrieval.

Insurance & Claims Administration

- Support administration of the organization's insurance program, including renewals and documentation management.
- Coordinate intake and preliminary assessment of claims, escalating to legal counsel as appropriate.
- Facilitate administrative response to incidents, including information gathering, documentation, and communication with internal stakeholders and insurers, under legal direction.

Corporate, Regulatory & Intellectual Property Coordination

- Coordinate corporate, regulatory, and intellectual property activities to support compliance and effective asset management.
- Maintain corporate records and track filings, renewals, and reporting obligations to ensure timely completion.
- Coordinate filings and registrations with external regulatory bodies and systems (e.g., CORES, SPIN2, and other applicable registries).
- Support administration of the organization's intellectual property portfolio, including record maintenance, deadline tracking, and coordination with external counsel.
- Assist with intellectual property filings, renewals, and related documentation under the direction of legal counsel.
- Liaise with internal stakeholders and external service providers to support regulatory compliance and IP processes.

Stakeholder Coordination

- Collaborate with internal stakeholders, external counsel, and advisors to facilitate effective communication and information flow.
- Coordinate meetings, prepare documentation, and track follow-ups related to legal, regulatory, and compliance matters.

Research and General Support

- Conduct preliminary legal and factual research to support Legal Team initiatives and decision-making.
- Provide administrative and project coordination support across the Legal Department.
- Offer backup support to Executive Assistants, as required.

Role Scope & Escalation

- Operates within established templates, processes, and guidance provided by legal counsel.
- Does not provide legal advice or independently negotiate legal terms.
- Proactively escalates non-standard, high-risk, or ambiguous matters to legal counsel.

Defining Success - Year One Objectives

Establish an Efficient Legal Intake & Triage Function

Build and refine a structured intake and matter tracking process to ensure legal requests are prioritized, visible, and handled efficiently, improving turnaround times without increasing team capacity.

Streamline Contract Lifecycle Management

Strengthen end-to-end contract processes to ensure agreements are drafted, executed, and managed accurately and on time, while reducing administrative friction through consistent use of templates and workflows.

Enhance Document Management & Accessibility

Implement improved systems for organizing and maintaining legal documentation, ensuring records are standardized, easily retrievable, and effectively tracked.

Build Trusted Stakeholder Relationships

Establish credibility as a responsive and reliable point of contact by delivering clear communication, managing expectations, and supporting business units in navigating legal processes.

Strengthen Regulatory & Compliance Coordination

Support proactive compliance by coordinating filings, tracking deadlines, and maintaining accurate records within a highly regulated environment.

Drive Operational Efficiency Within the Legal Function

Contribute to the legal team's priorities by identifying and implementing process improvements that enhance efficiency and support a high-volume workload without additional resources.

Candidate Profile

Competencies & Attributes

- **Legal Operations & Workflow Management** | Strong organizational and workflow management capabilities, with the ability to manage multiple legal matters concurrently, prioritize effectively, and maintain accuracy in a high-volume environment.
- **Systems & Document Management** | Experience working with document and matter management systems ensuring legal documentation is well-organized, maintained, and easily retrievable.
- **Contract Drafting & Administration** | Ability to draft, format, and manage standard-form agreements and legal correspondence using established templates, ensuring consistency, accuracy, and adherence to internal processes.
- **Regulatory & Corporate Filings Support** | Experience supporting corporate and regulatory filings, with familiarity in external registry systems (e.g., CORES) considered an asset; able to coordinate submissions and track deadlines effectively.
- **Stakeholder Communication & Coordination** | Clear and professional written and verbal communication skills, with the ability to work effectively with internal stakeholders and external counsel to facilitate information flow and support legal processes.
- **Attention to Detail & Quality of Work** | High degree of accuracy and attention to detail, ensuring legal documentation and records are complete, consistent, and error-free.
- **Independence & Work Style** | Able to work independently within a structured environment, demonstrating initiative and self-direction while knowing when to seek guidance or support.
- **Confidentiality & Professional Integrity** | Handles sensitive and confidential information with a high level of discretion, professionalism, and ethical responsibility.

Education and Experience

- Diploma or degree from an accredited paralegal program.
- 3+ years of experience supporting corporate/commercial legal work, including contract administration and legal document management.
- Familiarity with insurance or claims processes is an asset.

