



## Legal & Administrative Assistant

### Corporate Description

MANNARINO Systems & Software Inc. is a leader in providing safety-critical systems & software engineering services to the aerospace, defense, space, simulation & power generation industries. We work with many of the top players within their industries giving our employees exposure to the most interesting and challenging development projects. This stimulating and invigorating working environment allows our team to be at the technological forefront constantly broadening their expertise and honing their skillset to fulfill the ever-growing global high-tech market needs.

The MANNARINO culture is focused on high quality, hard work, professionalism and team work within a highly respectful, motivating atmosphere geared towards long-term business growth.

As a member of our team, you will benefit from:

- a comprehensive group insurance and RRSP plan
- a flextime policy with paid overtime
- discretionary bonuses
- a fitness reimbursement program
- other office perks such as catered weekly lunches and free hot beverages (espresso, coffee, hot chocolate and tea)
- regular company outings

MANNARINO is a privately-held Small & Medium Size Enterprise (SME) and was recently awarded the [AIAC's Innovation Technology Award](#)

### Career Opportunity and Primary Roles / Responsibilities

We are currently seeking a legal and administrative assistant that would work with the Director of Administration to handle the following tasks and responsibilities:

#### Responsibilities

- Editing legal documents, presentations, letters & emails; review and translate them as needed
- Management, follow-up and update of files
- Various research on legal or other matters
- Assisting with accounting, facilities management and some HR related tasks
- Plan organization events, etc.

#### Requirements

- Bachelor's degree in Commerce or other related discipline from an accredited institution
- 1-3 years of related experience
- 1-3 years of accounting experience
- Ability to communicate effectively in English and French (oral and written)

- Ability to multi-task and be resourceful
- Discretion is a must
- Excellent computer skills (Microsoft Office)
- Must be a Canadian citizen or permanent resident

At Mannarino, we believe that passion and a desire to learn is crucial. Diversity of thought and experiences leads to innovative solutions and creativity. This is why we would like to encourage all those interested to apply.

**Please submit your application by**

**E-mail: [rh@mss.ca](mailto:rh@mss.ca)**

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*We are an equal opportunity employer.  
All applicants will be held in strictest confidence.  
Only those selected for interview will be contacted.*

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