



## Legal & Administrative Assistant

### Corporate Description

MANNARINO Systems & Software Inc. holds over 20 years experience in designing, developing, verifying and certifying real-time embedded software for safety critical applications, thanks to a unique combination of services and [COTS products](#).

MANNARINO Systems & Software Inc. customer base is very large, covering traditional aerospace companies as well as new and exciting markets, including electric propulsion, [Urban Air Mobility](#), [Unmanned Aerial Vehicle](#) and autonomous flight.

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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