
JOB POSTING: LEGAL OPERATIONS & COMPLIANCE COORDINATOR

Position: Legal Operations & Compliance Coordinator.

Location: Calgary, AB.

Employment Type: Full-Time.

Application Deadline: June 5, 2026. Applications will be reviewed on a rolling basis, and SAF may begin interviewing candidates before the application deadline.

About the SAF Group:

The SAF Group of entities (collectively, “SAF”, “we”, or “our”) was founded in 2014 with the ambition of becoming one of Canada’s leading alternative capital providers. Today, SAF is a premier alternative credit manager with offices in Calgary, Vancouver and Toronto. We have allocated over \$5.0 billion across more than 70 transactions and are actively investing from multiple committed capital pools, focusing on delivering attractive risk-adjusted returns through curated, carefully vetted credit and structured equity investments.

Our team is our greatest asset. We foster a culture of intellectual curiosity, personal development, collaboration, innovation, accountability, and the unwavering pursuit of excellence.

About the Role:

SAF is looking for a motivated, detail-oriented, and highly organized Legal & Compliance Coordinator to support our legal and operations teams.

This role is well-suited to a recent graduate, an early-career professional, or someone with relevant experience in administrative, legal, compliance, financial services, or corporate roles. The ideal candidate is ambitious, dependable, adaptable, eager to learn, and comfortable using technology and artificial intelligence (“AI”) tools to work efficiently. Prior legal or compliance experience is not required, but experience in a corporate, legal, financial services, compliance, or professional office environment is considered an asset.

In this role, you will support a broad range of legal, compliance, administrative, and operational matters, including document management, corporate governance support, KYC documentation, internal tracking, meeting coordination, AI implementation, and process improvement.

What You Will Do:Administrative & Coordination Support for VP Legal and Senior Leadership:

- Manage calendars, meeting logistics, communications, follow-ups, and action items for.
- Assist with email management, task tracking, document coordination, and general administrative support.
- Maintain organized filing systems, internal trackers, and recurring legal and administrative processes.

Legal & Compliance Support:

- Assist with preparing, reviewing, organizing, and tracking template-based legal documents, including confidentiality agreements.
- Support corporate governance matters, including resolutions, annual filings, organizational charts, and related records.
- Assist with KYC documentation, compliance checklists, and legal and compliance records.

Technology & Process Improvement:

- Support improvements to administrative, legal, and compliance workflows using technology and AI tools.
- Assist with document automation, template management, process standardization, and workflow improvement projects.
- Identify opportunities to improve efficiency, consistency, organization, and accountability across recurring tasks.

What We Are Looking For:

- Legally eligible to work in Canada.
- Excellent written and verbal communication skills.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Able to review, edit, format, and proofread documents accurately.
- Self-starter with good judgment who takes ownership and follows through.
- Professional, dependable, collaborative, and able to maintain confidentiality.
- Comfortable learning and using new technologies, including AI tools.
- Proficient with Microsoft Word, Outlook, and PDF editing tools.
- Education or experience in business administration, legal studies, finance, commerce, economics, communications, or a related field would be considered an asset, but is not required.

What We Offer:

- A competitive salary and comprehensive benefits package, including HSA, WSA, vision, dental, RRSP matching, and more.
- Hands-on experience in legal operations, compliance support, corporate governance, document management, and workflow improvement.
- Exposure to a dynamic investment management business and a high-performing professional team.
- Regular team-building events and activities.
- A supportive team culture that emphasizes excellence, collaboration, innovation, continuous learning, and professional development.

How to Apply and Our Recruitment Commitments:

Please submit your resume and a cover letter describing your relevant experience and interest in the role to careers@safgroup.ca. Applications will be reviewed on a rolling basis.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

SAF is an equal opportunity employer committed to fostering a diverse and inclusive workplace. We do not discriminate on the basis of race, gender, age, disability, national origin, or any other protected characteristic in our hiring practices.