

LINDS & ASSOCIATES LTD.

Legal Support Recruitment Specialists

Brookfield Place, TD Canada Tower, 161 Bay St., Suite 2700, Toronto, ON M5J 2S1
416-572-2262 | slinds@lindsassociates.com

SENIOR LAW CLERK

MISSISSAUGA

SALARY TO 95k + BENEFITS!!!

Our client, a highly regarded and well known law firm located in west end Toronto is seeking a bright, self-motivated **Law Clerk** to join its highly respected and recognized Business Law group.

Reporting to the Business Law Practice Head, this position is responsible for legal and administrative work relating to incorporations, amalgamations and corporate reorganizations; assisting with general commercial transactions and financing transactions, when required, while serving as a resource to lawyers and staff in the firm on corporate administrative matters.

The ideal candidate will have no less than 7 years of solid corporate clerk experience and must have attained a Law Clerk designation. An excellent work ethic, a strong attention to detail, good organizational skills and a good understanding of the realities of providing excellent client service in a busy law practice is a necessity. A solid knowledge of the various legislation governing corporate law matters is essential.

Proven ability in the following areas is considered an asset:

- Excellent proof reading and grammar.
- Proficiency in formatting.
- Windows, Word and Outlook experience.
- Docketing experience while meeting billable targets.
- Excel, Prolaw, Emergent, Fast Company, Cyberhan experience.

Job Duties and Responsibilities:

- Performs a variety of routine legal and administrative duties while coordinating and assisting corporate lawyers with matters.
- Drafts documents relative to incorporation, organization, changes in corporate charter, etc.
- May prepare documents relative to amalgamation, export/import and draft exemption order appeal.
- Attends organizational meetings with clients and/or lawyers and recommends course of action.
- Attends to clients and arranges the execution of relevant activity.
- Assists lawyers with corporate due diligence.
- Examines and verifies issued capital.
- Effectively recommends changes to charter documents.
- Reviews, summarizes and analyzes corporate charter documents for restatement purposes.
- Coordinates large closing documents, searches status, reports and other matters for transactions.

If interested in applying for this position, please visit our website and upload your resume at www.lindsassociates.com/candidates.

LINDS & ASSOCIATES LTD.

Legal Support Recruitment Specialists

Brookfield Place, TD Canada Tower, 161 Bay St., Suite 2700, Toronto, ON M5J 2S1
416-572-2262 | slinds@lindsassociates.com

- Assists lawyers with corporate reorganizations, share or asset purchase and sale transactions or tax reorganization.
- Prepares closing agendas.
- Handle all files and prepare the legal documents pertaining to incorporations, amalgamations, organizations and reorganizations, revivals, dissolutions, annual and special meetings, annual resolutions of corporations.
- Handle various tax and general commercial transactions such as crystallizations, exchanges and rollovers, and assist with assets/share sales and/or purchases.
- Deal with clients, financial institutions, accountants and other law firms as may be required.
- Implement and maintain all corporate systems and corporate minute books and records.
- Perform administrative work related to files such as open files, preparing accounts and client billings, process payments, close files and maintain filing system.
- Responsible to handle files from beginning to end.
- Educate staff members as appropriate regarding departmental functions and corporate database use and procedures and serve as a resource on substantive matters.
- Maintain online filing/searching software and accounts and deal with suppliers. Educate firm members on software.
- Handle the applications for registration of trade-marks as back-up.
- Supervise Legal Administrators as required.
- Expected to exercise judgment within defined practices and policies in selection of methods and techniques for obtaining solutions.
- Other duties involving a similar degree of responsibility as may be required.

The ideal candidate will be driven while taking initiative to produce quality work with pride.

If you are interested in the opportunity to join a successful, dynamic and growing organization, please forward your email to: Sharyn Linds of Linds & Associates Ltd. at slinds@lindsassociates.com