

McCARTER GRESPAN is the leading business law boutique in the Region of Waterloo. Our firm's continued growth reflects our commitment to excellence and our team of highly skilled professionals specializing in corporate, real estate, and condominium law. We pride ourselves on exceeding client expectations with practical, business-focused legal solutions.

We are seeking an experienced **Corporate Law Clerk** to fill a vacancy in our Corporate Department and support our growing practice.

Key Responsibilities

- Prepare and file corporate documents including incorporations, amendments, amalgamations, dissolutions, by-laws, resolutions, and share certificates.
- Maintain and update corporate records and minute books.
- Conduct due diligence reviews, identify and rectify deficiencies.
- Register, renew, and cancel business names and partnerships.
- Draft documents with and without precedents based on lawyer instructions and research.
- Assist with corporate reorganizations, share and asset purchase transactions, and tax-driven restructurings.
- Coordinate document execution (in person or via DocuSign) and organize transaction closings.

Qualifications

- Law Clerk Diploma/Certificate and **3-5 years' experience** as a Corporate Law Clerk, or equivalent training and experience.
- Strong knowledge of the **OBCA, CBCA**, and related legislation.
- Excellent attention to detail, organization, and analytical skills.
- Proven ability to manage multiple priorities and meet deadlines.
- Proficiency in MS Office and corporate records management software.
- Strong initiative, sound judgment, and the ability to work both independently and collaboratively.

Why Join Us

McCarter Grespan offers a collaborative, supportive team environment and a **competitive compensation package**, including benefits.

Salary Range: \$50,000 - \$75,000

If you have the skills and experience to excel in this role, please submit your **cover letter and resume** to:

Elaine Thomson
Manager, Legal Operations
ethomson@mgbwlaw.com

We do not use artificial intelligence to screen, evaluate, or select candidates for this position.