

**MCCARTER GRESPAN** is the leading business law boutique firm in the Region of Waterloo. Our Firm has achieved ongoing success and rapid growth by focusing on building a team of highly skilled and experienced corporate, real estate and condominium legal specialists who are dedicated to meeting and exceeding the increasingly complex needs and expectations of our clients.

To support our continued growth, we require a *Corporate Law Clerk* to provide support to our Corporate Department.

## **RESPONSIBILITIES**

- prepare corporate legal documents such as articles of incorporation, amalgamations, amendments, dissolutions, by-laws, share provisions, resolutions, share certificates, registrations and corporate records for both provincial and federal entities in accordance with legislation and/or governing regulations
- review, analyze, summarize, update and maintain basic to complex minute books and corporate records including electronic records database
- perform due diligence of minute books, identify deficiencies and material matters, prepare documents to rectify any deficiencies
- register, renew, and cancel business names and partnerships; gather information; prepare and file documents and reports accordingly
- prepare documents with and without firm precedents according to instructions and information provided by the lawyer and information gathered through research
- review documents prepared by lawyers for general compliance with the appropriate legislation
- assist lawyers with corporate due diligence, corporate reorganizations, share or asset purchase transactions or tax reorganization
- organize transactions and overseeing the execution of documents (in person or via DocuSign)
- perform other related duties as may be assigned from time to time
- Initiate follow up actions where and when necessary.
- Prepare reports on an as-needed basis.

## **QUALIFICATIONS**

- Law Clerk Diploma/Certificate plus minimum 5 years' experience as a Corporate Law Clerk or an equivalent combination of training, education, and experience
- thorough understanding of the OBCA, CBCA and other relevant legislation, legal terminology, forms and documents related to corporations, partnerships, etc.
- knowledge of legal procedures and practices involved in drafting, processing and filing a variety of legal documents
- able to analyze legal documents for accuracy
- strong work ethic, excellent attention to detail, highly organized and proactive
- able to produce high quality and quantity of work product, even under tight timelines
- technical proficiency including MS Office, Corporate Records software and other relevant programs
- able to prioritize and organize work and manage multiple tasks ensuring deadlines are met
- able to take initiative, work independently and exercise judgement
- willingness to learn and accept challenges with dedication to providing quality services
- able to work effectively in a team environment, as well as independently

While we appreciate all applications received, only those candidates selected for an interview will be contacted