

**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 full-time ***Junior Corporate Law Clerk*** to provide support to our Corporate Department. In this role, you will have the opportunity to learn all aspects of corporate

## **RESPONSIBILITIES**

- prepare corporate legal documents such as annual resolutions, articles of incorporation, amalgamations, amendments, dissolutions, by-laws, share provisions, resolutions, share certificates, registrations and corporate records for both provincial and federal entities
- prepare documents with and without firm precedents according to instructions and information provided by the lawyer and/or supervising law clerk and information gathered through research
- perform various corporate searches and on-line registrations
- review, analyze, summarize, update and maintain minute books and corporate records including electronic records database
- create digital minute books and assemble digital reports
- assist with scanning, filing, retrieving/sending documents to storage
- gather information; prepare and file documents and reports accordingly
- support corporate department with document preparation
- perform other related duties as may be assigned from time to time

## **QUALIFICATIONS**

- Law Clerk Diploma/Certificate or an equivalent combination of training, education, and experience (recent graduates or co-ops will be considered)
- 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

We are looking for the ideal person to fit in well with our strong Corporate team.

Our culture is supportive of a collaborative team environment and is offering a competitive compensation package to the successful candidate. If you believe you have the skillset and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to: Elaine Thomson, Manager, Legal Operations at [ethomson@mgbwlaw.com](mailto:ethomson@mgbwlaw.com)

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