



## CORPORATE LAW CLERK

### KEY RESPONSIBILITIES:

- Drafts all correspondence and letters to clients, accountants etc. with respect to corporate matters for the Lawyer to review and sign. Delivers letters and correspondence via appropriate method (i.e. fax, e-mail, or courier).
- Completes corporate minute books and folders and enters information into corporate database (determines deficiencies if necessary). Drafts letters to clients seeking missing information or instructions.
- Performs corporate due diligence i.e. order and reviews preliminary and full NUANS reports; orders and reviews Certificates of Status, Profile reports etc.
- Prepares transactional documentation for corporate financing (bank) including but not limited to authorizing resolutions, general security agreements, Statutory Declarations etc.
- Drafts agreements, resolutions and other corporate/commercial documents. Forwards to Lawyer for review and approval.
- Prepares annual resolutions/minutes of meetings as required.
- Prepares dividends (eligible and ineligible), bonus resolutions and certified copies thereof.
- Updates corporate lists with new companies received and maintains corporate records with respect to addresses, directors, shareholders, officers, etc.
- Prepares audit inquiry responses, as required.
- Drafts and files business name registrations, limited partnership and general partnership registrations and renewals.
- Completes and files Form 1 NOC with Ministry when addresses, directors or officers change.
- Prepares annual returns as required.
- Prepares corporate documentation including but not limited to Articles of Incorporation, Articles of Amendment, Continuance, Amalgamation, Dissolution, Revival, Initial Returns, Notices of Change when instructions have been received.
- Drafts the following documents; asset purchase/sale documents, shareholder agreements, articles, share transfers, as instructed. Forwards to Lawyer for review and approval.
- Completes transaction files as required including but not limited to; ordering corporate searches/due diligence, supplies, obtaining information, arranging for delivery/exchange of documents, arranging for necessary banking, drafting and filing PPSA registrations when needed, providing reports to clients and post-closing matters.

### THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE THE FOLLOWING:

- A diploma in a related Legal Administration and/or Law Clerk program or equivalent years of experience
- **A minimum of 5** years of experience in a similar position in a Corporate Law practice
- Must be proficient with current technology. Proficient with the following computer environments: current windows operating systems, Microsoft office etc.
- Working knowledge of Fastco, Cyberbahn and Legal Accounting Software
- Excellent interpersonal and communication (written & verbal) skills
- Strong understanding of legal terminology



**BRATTYS**<sup>LLP</sup>  
BARRISTERS AND SOLICITORS

- Ability to analyze and understand legal documents
- Must be highly organized with the ability to multi-task and meet tight deadlines
- Ability to maintain confidentiality of pertinent data
- Strong attention to detail
- Demonstrates a professional demeanor, high ethical standards, respect and commitment to service excellence
- Ability to work independently as well as cohesively with lawyers and other employees as part of a team
- Ability to work efficiently and effectively under pressure with simultaneous deadlines

***We thank you for your interest in our position!***

*We are committed to providing equal opportunities for persons with disabilities. Accommodations are available at all stages of the recruitment process, at the candidate's request.*