

## **Solicitors Assistant – Corporate Commercial**

We currently have an opening for a Paralegal or Legal Assistant with corporate/commercial experience.

### **Responsibilities & Knowledge:**

- Open and close client/matter files, billing and trust paperwork
- Management of calendars, meeting schedules, and Bring Forward system
- Prepare/draft all necessary transactional documentation and correspondence based on written instruction or verbal direction
- Draft Asset Purchase agreements, share purchase agreement, and all documents required for closing transactions
- Preparation and editing/ formatting of documents for various correspondence, agreements, reports, and billings
- Obtaining due diligence materials, such as corporate certificates of good standing, real estate and title information
- Organize and maintain precedents
- Responding to inquiries and interacting with clients on day to day corporate matters

### **Qualifications:**

- Paralegal/legal Assistant with a Corporate/Commercial background
- Critical thinking, analysis and research skills
- Ability to read, interpret and apply legal documentation, laws or legislation
- Ability to handle sensitive or private information with tact and discretion.
- Must be highly organized, detail-oriented and you have ability to multi-task & prioritize
- Flexible, team player that is client service oriented.

We offer employees a positive working environment and encourage a balanced lifestyle. In addition to a competitive salary & vacation, we have a benefits program which includes paid personal days, wellness initiatives, health & dental benefits, group RRSP & TFSA plan with matching contribution, social committee with firm sponsored social events, and professional development assistance.