

## **Paralegal/Legal Assistant – Corporate**

We are seeking a Paralegal or Legal Assistant to join our corporate team. The successful candidate must be team-oriented and accustomed to collaborating with lawyers, Corporate Commercial Paralegals, clients, and third parties to complete mergers and acquisitions, as well as government filings and requests.

### **Responsibilities & Knowledge:**

- Draft resolution and other documentation for corporate transactions, assist with due diligence and assist with transactions and correspondence
- Work with Corporate Commercial department in creating supporting documents for share sales/purchases, and reorganizations
- Assist with creating company incorporations
- Manage/maintain company binders including filings of annual reports for each company
- Filings with the BC Registrar of Companies

### **Qualifications:**

- 2+ years of experience as a Paralegal/legal Assistant
- Must have strong client service skills
- Excellent word processing and proofreading skills
- Must be highly organized, detail-oriented and you have ability to multi-task & prioritize
- Ability to work independently and as part of a team