

Paralegal/Legal Assistant - Corporate Commercial

The Corporate/Commercial Legal Assistant under the direction of the Partners and Lawyers is responsible for a wide variety of legal and administrative duties within the corporate sphere.

Responsibilities & Knowledge:

- Assist Lawyers with general transactional work and corporate reorganization
- Prepare/draft all necessary transactional documentation and correspondence based on written instruction or verbal direction
 - Leases, Family Trusts, Alter Ego Trusts
- Preparation of reports and billing
- Organize and maintain precedents
- Responding to inquiries and interacting with clients on day to day corporate matters

Qualifications:

- 5+ years of experience as a Paralegal/legal Assistant ideally 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.
- Research skills on the internet and traditional sources of information.
- High level of sound and independent judgment, reasoning and diplomacy.
- Able to maintain filing systems and basic databases.
- Flexible, team player that is client service oriented.