

Law Clerk – Business Law Group

77 City Centre Drive, West Tower, Suite 300, Mississauga, Ontario L5B 1M5 • 1.800.323.3781 • www.pallettvalo.com

Primary Function:

Reporting to the Business Law Practice Head, this position is responsible for legal and administrative work relating to incorporations, amalgamations and corporate reorganizations; assisting with general commercial transactions and financing transactions, when required, while serving as a resource to lawyers and staff in the firm on corporate administrative matters.

Job Duties and Responsibilities:

- Performs a variety of routine legal and administrative duties while coordinating and assisting corporate lawyers with matters.
- Drafts documents relative to incorporation, organization, changes in corporate charter, etc.
- May prepare documents relative to amalgamation, export/import and draft exemption order appeal.
- Attends organizational meetings with clients and/or lawyers and recommends course of action.
- Attends to clients and arranges the execution of relevant activity.
- Assists lawyers with corporate due diligence.
- Examines and verifies issued capital.
- Effectively recommends changes to charter documents.
- Reviews, summarizes and analyzes corporate charter documents for restatement purposes.
- Coordinates large closing documents, searches status, reports and other matters for transactions.
- Assists lawyers with corporate reorganizations, share or asset purchase and sale transactions or tax reorganization.
- Prepares closing agendas.
- Handle all files and prepare the legal documents pertaining to incorporations, amalgamations, organizations and reorganizations, revivals, dissolutions, annual and special meetings, annual resolutions of corporations.
- Handle various tax and general commercial transactions such as crystallizations, exchanges and rollovers, and assist with assets/share sales and/or purchases.
- Deal with clients, financial institutions, accountants and other law firms as may be required.
- Implement and maintain all corporate systems and corporate minute books and records.
- Perform administrative work related to files such as open files, preparing accounts and client billings, process payments, close files and maintain filing system.
- Responsible to handle files from beginning to end.
- Educate staff members as appropriate regarding departmental functions and corporate database use and procedures and serve as a resource on substantive matters.
- Maintain online filing/searching software and accounts and deal with suppliers. Educate firm members on software.
- Handle the applications for registration of trade-marks as back-up.

- Supervise Legal Administrators as required.
- Expected to exercise judgment within defined practices and policies in selection of methods and techniques for obtaining solutions.
- Other duties involving a similar degree of responsibility as may be required.

The ideal candidate will have no less than 7 years of solid corporate clerk experience and must have attained a Law Clerk designation. An excellent work ethic, a strong attention to detail, good organizational skills and a good understanding of the realities of providing excellent client service in a busy law practice is a necessity. A solid knowledge of the various legislation governing corporate law matters is essential.

Proven ability in the following areas is considered an asset:

- Excellent proof reading and grammar.
- Proficiency in formatting.
- Windows, Word and Outlook experience.
- Docketing experience while meeting billable targets.
- Excel, Prolaw, Emergent, Fast Company, Cyberhan experience.

If you are interested in the opportunity to join a successful, dynamic and growing organization, please forward your email to:

Attention:

Gerry Holmes
Office/Human Resources Manager
gholmes@pallettvalo.com

We thank all applicants for their interest, due to the high volume of applicants we receive, we are unable to respond to queries individually and only those selected for an interview will be contacted.

No agencies please.

Pallett Valo is committed to creating an inclusive and welcoming workplace for all individuals. Should you require any accommodation during the application, interview or onboarding processes, please contact Human Resources. Pallett Valo LLP will consult with the person making the request in determining the best accommodation, accessible format or communication support that can be provided.

We believe in equal opportunity and we are committed to meeting the needs of all individuals including individuals with disabilities, by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Pallett Valo LLP is the largest and one of the most respected law firms in Peel Region. We are a full service law firm providing businesses with legal services in Business Law, Commercial Litigation, Commercial Real Estate, Construction, Insolvency & Corporate Restructuring, Employment & Labour and Wills, Estates & Trusts.

The strength and talent of our people allow us to provide outstanding service to our clients. At Pallett Valo establishing a solid relationship built on trust with our employees, customers and the community is at the forefront. Our values of Excellence, Integrity and Respect are woven into the fabric of who we want to be as an organization to our employees and in how we service our clients.