Senior Corporate Law Clerk

Ain Whitehead LLP is a dynamic, busy law firm located in downtown Barrie. We are currently looking for a Senior Corporate Law Clerk to join our team. The ideal candidate will have a Law Clerk Diploma, Institute of Law Clerks of Ontario Certificate, and experience.

**Job description**

You will be working closely with the lawyers, clients and Law Clerks to deliver quality legal services to our clients and will be involved in a wide variety of legal tasks including:

* Handling all aspects of incorporations, amendments, dissolutions, revivals, wind-ups, continuances, short and long form amalgamations, both provincial and federal, as well as the formation and organization of limited partnerships
* Drafting resolutions, notices, agreements, and other ancillary documents connected with complex transactions for domestic and foreign entities
* Supporting transaction teams in asset/share purchase and sale transactions and closings
* Preparing and filing all registrations, amendments and returns required under applicable legislation
* Organizing, maintaining and updating corporate files and records in an electronic entity management system
* Overseeing annual maintenance and corporate filings
* Conducting basic and complex minute book and corporate records reviews, recommending a course of action to rectify deficiencies and drafting necessary documentation
* Liaising with lawyers, clients and agents while providing high-quality, professional service
* Identifying and resolving various corporate related issues

**Qualifications**: • A minimum of 5 plus years of experience in a similar position in a Corporate Law practice • A diploma in a related Legal Administration and/or Law Clerk program or equivalent years of experience • Must be proficient with Microsoft office etc. • Working knowledge of Fastco, and Legal Accounting Software • Excellent interpersonal and communication (written & verbal) skills • Ability to analyze and understand legal documents and maintain strong attention to detail • Must be highly organized with the ability to multi-task and meet tight deadlines • Ability to maintain confidentiality of pertinent data • 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

Expected start date: as soon as possible

Job Type: Full-time

Salary: Commensurate with experience.

Competitive benefit package and RSP contribution plan

How to apply:

Please apply in confidence by forwarding your cover letter and resume to tsalter@ainwhitehead.com.