



Senior Corporate Law Clerk

Do you want to work for the first B-Corp certified law firm in Ontario and feel a sense of purpose in your work?

At Barriston Law, we make a difference in the lives of our clients, communities and co-workers by cultivating positive connections every day. We deliver peace of mind as we serve our clients with results-driven legal advice.

We have a challenging position available within our dynamic and growing firm for an experienced Law Clerk in our Corporate Department in our Barrie location.

The ideal candidate will have 3+ years of relevant experience as a Corporate Law Clerk, including experience with respect to the responsibilities outlined below;

Responsibilities of this role include:

- The ability to complete asset and share transactions, including conducting and reviewing corporate searches; attending to security registrations; drafting, reviewing and finalizing agreements and supporting closing documents; attending to closing payouts and reporting.
- The ability to complete corporate reorganizations and restructurings, including drafting rollover and exchange agreements, security documents, share transfer documents, promissory notes and corporate resolutions.
- Managing ongoing corporate maintenance including incorporations, amalgamations, continuances, amendments and dissolutions.
- Meeting with and interacting with clients and referral sources, placing a high value on client service and relationship building.
- Performing general administrative support related to all files including opening files, preparation of accounts and client billings, processing payments, calendar maintenance and maintaining an active filing system;
- Ensuring the Firm and clients comply and follow all legal regulations.
- Proposing solutions for improving or optimizing processes, programs and procedures.
- Providing guidance to junior team members.
- An understanding of or ability to complete commercial financing transactions would be an asset.

The successful candidate will have a strong work ethic, strong attention to detail and the ability to assist in resolving complex problems as required. Working in a team environment with experienced Law Clerks, Assistants and Lawyers, you will be

responsible for handling legal work related to corporate matters. A great attitude and emphasis on client experience is a must. Program specific IT training will be provided through our in-house IT staff, as required, on an ongoing basis.

We offer a competitive compensation package which includes annual salary, group benefits, pension plan, 10 paid sick days and annual vacation.

If you have the required skills and background, please reply in confidence with both a cover letter and resume to HR@barristonlaw.com

Barriston Law values the benefits a diverse workforce brings to our practice. We strongly encourage applications from people of all genders, ethnicities, religions, sexual orientations, and people who identify with a disability. If we can offer you any accommodations through the hiring process please let us know. Additionally, if you have any suggestions on how we can make hiring more accessible please contact our Human Resources Department.

*No telephone calls or agencies please.
We appreciate your interest in this position, however
only successful candidates will be contacted.*