



POSITION TITLE: Corporate/Commercial Law Clerk

Mann Lawyers LLP is a growing firm of over 30 lawyers that practice in real estate, litigation, wills and estates and business law. Mann Lawyers is currently recruiting for a Corporate/Commercial Law Clerk. The ideal candidate will have eight or more years of corporate/commercial experience, demonstrates attention to detail and has excellent written and verbal communication skills.

KEY RESPONSIBILITIES

- Preparation of documents for incorporations, amendments, dissolutions, amalgamations and corporate reorganizations
- Share or asset sale/purchase transactions
- Minute Book administration
- Handle general administration of file work
- Regular communication with clients and lawyers
- Other duties, as assigned

REQUIREMENTS

Knowledge & Skills

- Solid knowledge of legal procedures and statutes
- Flexibility to work with changing priorities
- Ability to multi-task
- High level of professionalism and initiative
- Accurate proofreading and editing skills to edit and format documents
- Strong verbal and written communication skills
- Ability to work both independently and in a team environment
- Experience with Fast Company, PC Law and MS Office software

Education & Work Experience

- Minimum of eight years experience as a corporate/commercial law clerk
- Minimum of a law clerk diploma or equivalent combination of work experience and education

If interested in this position, kindly submit your application, in confidence, to hr@mannlawyers.com. Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.