



POSITION TITLE: Corporate Law Clerk/Assistant

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 graduated from the law clerk program and have some office experience. The ideal candidate will demonstrate 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
- Work collaboratively in a workplace with dignity and respect.
- Experience with Fast Company, PC Law and MS Office software

Education & Work Experience

- Previous office experience would be considered an asset
- Minimum of a law clerk diploma or equivalent combination of work experience and education

Mann Lawyers welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Mann Lawyers LLP is committed to establishing and maintaining a diverse and inclusive workplace, particularly for those who have been historically excluded from, and under-represented in, the practice of law.

Mann Lawyers offers a comprehensive benefit package (after three months of service). If interested in this position, kindly submit your application, in confidence, to sandra.macleod@mannlawyers.com. Thank you for your interest in Mann Lawyers LLP.