



**POSITION TITLE: Corporate/Commercial Law Clerk**

Mann Lawyers LLP is a growing firm of over 30 lawyers that practice in business law, real estate, litigation, family, environmental, and wills and estates. Mann Lawyers is currently recruiting for a Corporate/Commercial Law Clerk, who is an independent worker and who demonstrates attention to detail.

The ideal candidate must have excellent written and verbal communication skills and comfort with organizing their time and the file

**Type:** Permanent, Full-Time

**Location:** Ottawa, Ontario

**Experience:** 5+ year(s)

**Training:** Minimum of a law clerk diploma or equivalent combination of work experience and education

**KEY RESPONSIBILITIES**

- Preparing documents for incorporations, amendments, dissolutions, amalgamations and corporate reorganizations;
- Assisting on share or asset sale/purchase transactions;
- Minute Book administration;
- Handling general administration of file work;
- Filing, diarizing deadlines, and maintaining a solid reminder system;
- Regularly communicating with clients and lawyers;
- Opening and closing client files, including preparing reports to clients;
- Preparing various accounting documents, including but not limited to, client accounts; and
- Any other duties, as assigned.

**REQUIREMENTS**

***Knowledge & Skills***

- Experience with OnCorp, CorpLink, PC Law, and MS Office products;
- Solid knowledge of legal procedures and statutes;
- Flexibility to work with changing priorities;
- Ability to work in a fast-paced environment, either as a team or as an individual;
- Ability to multi-task;
- Professional, tactful, and highly dependable;
- Excellent attention to detail, including the ability to proofread and format documents, time management and organizational skills;
- Excellent oral and written communication skills; and

- Ability to work collaboratively in a workplace with dignity and respect.

***Education & Work Experience***

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

It would be preferable, though not necessary, for candidates to have experience with using Net Documents.

Salary level is commensurate with experience and health benefits are provided.

Mann Lawyers welcomes applications from all qualified candidates. We are happy to provide reasonable accommodations throughout the selection process and while working at Mann Lawyers. If you require support applying online because you are a person with a disability, please contact us at 613-722-1500 x 243 or [recruiting@mannlawyers.com](mailto:recruiting@mannlawyers.com). We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Interested candidates should submit their application, in confidence, to [recruiting@mannlawyers.com](mailto:recruiting@mannlawyers.com). Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.