



**Position Title:** Corporate/Commercial Law Clerk  
**Type:** Regular, Full-Time  
**Status:** Existing Vacancy  
**Location:** Ottawa, Ontario

**Are you looking to work with a collaborative, innovative, and highly effective team? If so, we would love to hear from you!**

### **Who We Are:**

Mann Lawyers LLP is a growing Firm of over 35 lawyers that practice in business law, wills and estates, real estate, litigation, family, employment, and environmental law. We provide clients with top-notch legal services and strive for success, not only in legal terms but also in life. We work hard to ensure that our culture is inclusive of all. We promote authenticity and celebrate diversity.

Our 30+ years of delivering compassionate, intelligent, and thoughtful advice with integrity, demonstrates our unparalleled ability to forge long-term client relationships. That quality of thought and action extends to our clients but also to our team members and out in the communities we feel lucky to be part of.

### **The Role:**

We are seeking a Law Clerk with three to seven (3-7) years of experience in business/commercial law to join our Ottawa team. This is a team-oriented and client-focused role. We have a strong, dedicated, and collegial team, with excellent supports in place to allow you to perform this vital role.

### **KEY RESPONSIBILITIES**

The successful candidate will support our growing practice by assuming the following responsibilities:

- Minute Book administration, including preparation of Minute Book review reports and rectifications, updating registers and ledgers, and maintaining and updating records with Ontario Ministry, Companies Branch and Corporations Canada;
- Frequently communicate with clients, lawyers, and other professionals;
- Prepare the requisite documents for incorporations, amendments, amalgamations, dissolutions, corporate reorganizations, extra-provincial registrations, notifications of new business, and Ontario business name registrations and withdrawals;
- Assist on share or asset sale and purchase transactions, including the preparation of closing agendas and documents and assisting with completion and closing transactions;
- General file administration;
- File, diarize deadlines, and maintain a solid reminder system;
- Open and close client files, prepare reports to clients, and organize closing documents;
- Prepare various accounting documents, including but not limited to, client accounts;
- Assist with debt and equity finance transactions;
- Conduct corporate searches (PPSA, Writs of Execution, Bankruptcy, Bank Act and

- Litigation) and prepare reports to clients;
- Prepare and file annual returns;
- Obtain certificates of compliance/status;
- Conduct preliminary name and NUANS searches and prepare draft communication with Corporations Canada when corporate name is denied;
- Docket time on substantive corporate matters, prepare accounts, and assist with accounts receivable; and
- Any other duties, as assigned.

## **REQUIREMENTS**

### ***Knowledge & Skills***

- Solid knowledge of legal procedures and statutes, including Ontario and Canada Business Corporations Acts;
- Ability to work in a fast-paced environment, both as a team and as an individual;
- Ability to multi-task and flexibility in working with changing priorities;
- Experience using Athennian, OnCorp and M365;
- Professional, tactful, and highly dependable;
- Exceptional attention to detail, including the ability to proofread and format documents;
- Superb 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***

- Three to seven (3-7) years of experience as a corporate/commercial law clerk
- Minimum of a law clerk diploma or equivalent combination of work experience and education

### ***Other***

- Must be able to work in the office (some remote work is possible, based on Firm needs)
- Being tech-savvy and having experience using Net Documents would be a bonus!

### ***Expected Compensation***

The expected salary range for someone with 3 years of experience is \$54,000.00 to \$62,000.00, depending on the type of experience. Actual salary will be commensurate with experience.

Health benefits are provided, and a retirement plan is available after your first three months of employment.

### ***Artificial Intelligence***

Mann Lawyers does not use Artificial Intelligence in the screening, assessment, or selection of applicants.

### ***Applications & Accommodations***

Mann Lawyers is committed to creating an inclusive workplace by providing a barrier-free recruitment and selection process. We are happy to provide reasonable accommodations throughout the selection process and while working at Mann Lawyers. If you have an accommodation request, require material in an accessible format, or need additional support with the application process, please contact us at 613-722-1500 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.

### **Mann Lawyers' Commitment**

Mann Lawyers is committed to creating and maintaining a positive and inclusive environment for all individuals in the workplace. It is our policy to make decisions on hiring, promotions, rewards and other human resources issues based on merit (including a person's qualifications, ability and performance). We welcome applications from all qualified candidates.

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.