

JOB POSTING

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. Our 90 lawyers practice in all areas of business law and litigation. We are seeking a Corporate Services Clerk to join the Torkin Manes' team.

Position Title: Corporate Services Clerk

Position Type: Permanent, Full-Time

Position Summary:

The **Corporate Services Clerk** is responsible for (but not limited to) accurate and efficient processing of corporate documents to ensure the firm and clients comply with all legal regulations. Completes a variety of administrative tasks and provides support to the corporate department

Duties and Responsibilities:

- Reviews and maintains corporate minute books for filing purposes and obtains information and copies of pertinent documentation required. Prepares recertification. Inputs data into Corplink software.
- Responds to queries for corporate information and/or copies of documents contained in minute books and/or corporate files.
- Manages general corporate maintenance which includes, corporate minute book filings, director, officer, registered office address changes, annual resolutions/minutes, dividend resolutions, issuances, redemptions, purchase of cancellation and transfer shares and filing federal annual returns.
- Drafts and reviews corporate documents as they relate to incorporations/organization of corporations, amalgamations, revivals, amendments, dissolutions, continuances, revivals, dissolution, officer certificates, notarial certificates, annual resolutions, etc.
- Monitors documentation received from agents with respect to annual extra-provincial registration renewals, including forwarding to client for completion and forwarding completed documentation to agents for filing.
- Prepares annual corporate servicing documentation, which includes annual, dividend and bonus resolutions.
- Coordinates renewals and annual returns, trade name registration, limited partnership registrations in all jurisdictions across Canada.
- Conducts corporate searches and provides summary/search results, which includes ONBIS, Industry Canada, NUANS, bankruptcy, PPSA and Bank Act.
- Registers, monitors, amends and renews business names, general partnerships, Sole proprietorship, limited partnerships and extra provincial registrations/licences in Ontario. Reports to client on renewals.
- Completes statistics Canada – Schedule 1 Questionnaire.
- Attends filing at Ministry offices.

Other:

- Assist with special projects as required
- Other duties as assigned

Qualifications:

- Law Clerk Diploma from accredited institution and 5 years' experience working within a Corporate Department, with solid understanding of corporate structure
- Knowledge of court or ministry forms as it relates to practice area
- Excellent organizational and high attention to detail
- Effective verbal and written communication skills
- Solid proofreading skills
- Ability to work independently, following instructions with minimal supervision
- Strong technical skills. Microsoft Office 2007/2010 (Word, Outlook and Calendar)
- Familiarity using a document management system is an asset
- Experience with OnCorp and Cyberbahn

Success in this role means:

- Having a strong client service approach
- Resourceful. Strong research, investigative and problem solving skills
- The ability to meet tight internal and external deadlines while managing multiple projects and competing with demands for resources
- Extreme accuracy and attention to detail
- Being a self-starter with the ability to work in a collaborative, team based environment and a demonstrated ability to share knowledge with others in a clear and concise manner
- A team player, able to work with others with others in a deadline driven environment
- Ability to be flexible with regards to hours during busy periods to meet the demands of the role
- Discretion and confidentiality is essential to this role and required at all times

To apply, please submit your resume to recruitment@torikinmanes.com

We wish to thank all applicants for their interest, however, only candidates selected for interview will be contacted. No telephone inquiries or agencies, please.

Torkin Manes LLP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Posting Date: July , 2018