

JOB POSTING

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

Position Title: Corporate Services Law Clerk

Position Type: Junior/Intermediate

Duties and Responsibilities:

You will be familiar with some of the following duties and be eager to learn more:

Corporate searches, including ONBIS, Industry Canada, NUANS, bankruptcy, PPSA and Bank Act; Entering data into corporate database using CorpLink software; Setting up and organizing files for corporate services purposes; Knowledge of corporate minute books for filing purposes and obtaining information and copies of pertinent documentation contained in minute books; Preparation of annual corporate servicing documentation, including annual, dividend and bonus resolutions; Preparation of basic corporate documentation to effect changes in directors, officers or registered office; Monitoring 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; Monitoring business name, partnership and sole proprietorship registrations for renewal prior to expiry, preparing renewal registrations and reporting to client on renewals; Responding to queries for corporate information and/or copies of documents contained in minute books and/or corporate files. Attend to filings at Ministry offices.

Education/Experience Required:

- Law Clerk Diploma from accredited institution or 3 years' experience working within a Corporate Records Department, with solid understanding of corporate structure
- Knowledge of court or ministry forms as it relates to practice area
- Excellent organizational and time management 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

Please submit your cover letter and resume to: recruitment@torkinmanes.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: February 10, 2017