

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 Law Clerk to join the Torkin Manes' team.

Position Title: Corporate Law Clerk

Position Type: Intermediate

Duties and Responsibilities:

Draft and review corporate documents as they relate to incorporations/organization of corporations, amalgamations, revivals, amendments, dissolutions, continuances, officer certificates, notarial certificates, annual resolutions, etc.

Review of accountant or lawyer planning memos with respect to tax related corporate reorganizations, preparation of document checklist and draft documentation to effect proposed plan

Review of purchase agreements and preparation of closing agenda and appropriate closing documentation required to complete share and asset purchase and transactions, and corporate finance transactions

Review of corporate minute books, preparing a summary of deficiencies and documentation to rectify deficiencies

Conduct corporate searches and analyze/summarize search results.

Education/Experience Required:

- Law Clerk Diploma from accredited institution
- 5+ years' experience working within the Corporate Department in a law firm
- Extensive transactional experience
- Knowledge of corporate statutes and regulations
- Excellent organizational and time management skills
- Ability to work independently, following instructions with minimal supervision
- Detail-oriented with the ability to work within time sensitive deadlines and manage multiple priorities
- Experience using OnCorp and Cyberbahn
- Strong technical skills using Microsoft Office 2010 (Word, Outlook and Calendar)
- Experience using a document management system and corporate database

To apply, please submit your 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: January 3, 2018