

## **Corporate Law Clerk**

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. Our 100 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:** Permanent, Full-Time  
**Hours of Work:** To be determined

### **Position Summary:**

The **Corporate Law Clerk** is responsible for (but not limited to) accurate and efficient processing of corporate documents and conducts high level, transactional work to ensure the firm and clients comply with all legal regulations.

### **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, officer 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.

### ***Other:***

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

### **Qualifications:**

- 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
- Effective verbal and written communication 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 (Word, Outlook and Calendar)
- Experience using a document management system and corporate database

**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
- 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

**Nicole Hunter**

*Director of Human Resources*

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*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 is a proud member of the Law Firm Diversity and Inclusion Network (LFDIN) and an employer partner of the Canadian Centre for Diversity & Inclusion (CCDI). We are an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible, and we will work with you to meet your accessibility needs.*

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