

Torkin Manes LLP is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. We are proud to have been recognized as a #1 ranked Ontario regional law firm by *Canadian Lawyer*.

We are currently searching for two Corporate Law Clerks to join our Corporate department.

The **Corporate Law Clerk** is responsible for accurate and efficient processing of corporate documents and conducts high level, transactional work to ensure the firm and clients comply with all legal regulations.

**Keys Role 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.

**What you offer:**

- 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
- Team player with excellent interpersonal skills

**What we offer:**

- Competitive base salary
- Comprehensive benefit and insurance plans, with HSA
- RRSP plan with employer contributions
- Fitness Benefit
- Education assistance

If you are motivated and looking to excel, please submit your cover letter and resume in confidence to: [nhunter@torkinmanes.com](mailto:nhunter@torkinmanes.com)

*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 contact Nazli Ghafoori, HR Manager, by email at [nghafoori@torkinmanes.com](mailto:nghafoori@torkinmanes.com) or by phone 647-417-5311, and we will work with you to meet your accessibility needs.*