

Job Posting

Torkin Manes is a vibrant, growing, medium-sized full service law firm located in downtown Toronto. Our 95 lawyers practice in all areas of business law and litigation. We are seeking a Senior Corporate Law Clerk to join the Torkin Manes' team.

Position Title: Senior Corporate Law Clerk

Position Type: Permanent, Full-Time

Position Summary:

The law clerk is responsible for (but not limited to) accurate and efficient processing 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 large and complex 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
- 8+ 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 2010 (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

To apply please submit your resume and cover letter to:

Nazli Ghafoori
Human Resources Manager
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