



Corporate & Commercial Law Clerk – Full-time – Barrie, Ontario

HGR Graham Partners LLP is one of Simcoe County's largest, full-service law firms. At HGR Graham Partners, you will experience a friendly, cohesive environment that is fast paced and provides opportunities for growth and learning. We take pride in providing work-life balance, competitive compensation, and firm-paid benefit packages.

We are seeking an experienced Law Clerk for our Corporate and Commercial practice located in Barrie. This is a full-time permanent position.

Law Clerks are vital team members and are responsible for providing legal administrative support to our lawyers. Legal support includes but is not limited to the day-to-day aspects of Corporate and Commercial law, inclusive of preparation of correspondence, agreements, contracts, and other legal documents with clients on behalf of the lawyer, as well as acting as the intermediary between the clients, third parties and lawyers.

You will have some expertise in all phases of the business life cycle:

- Preparation of corporate documents including articles of incorporation (Provincial and Federal), articles of amalgamation, articles of amendment, articles of dissolution, articles of continuance, supporting documents, business name and partnership registrations
- Preparation of corporate re-organization and rollover documents, including working agenda
- Preparation of documentation relating to corporate transactions including asset sale, asset purchase, share sale and share purchase, including closing agenda
- Preparation of documentation relating to not-for-profit corporations (Provincial and Federal) and drafting applications for charitable status
- Conducting due diligence searches including NUANS searches
- Preparation of annual resolutions and maintenance of minute books (both physical and virtual minute books)
- Preparation of other general corporate documentation including changes of directors, officers, shareholders and updating Ministry records accordingly
- Attending to administrative responsibilities including calendar management, task management, open/close files, report, and billing

Education:

Graduate of Law Clerk program.

Competencies:

- Minimum of 3 – 5 years of hands-on experience
- Exceptional organizational skills
- Exceptional written and verbal communication skills
- Acute attention to detail
- Excellent grammatical and spelling skills
- Proficiency with Word, Outlook, Excel, LEAP, Ecore, Teraview, Unity, Fast Company, Ontario Business Registry
- Commitment to excellence and high standards
- Ability to manage priorities and workflow
- Ability to understand and follow written and verbal instructions
- Ability to deal effectively with a diversity of individuals
- Good judgement with the ability to make timely and sound decisions

- Creative, flexible, and innovative team player
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, HGR Graham Partners uses email to communicate with applicants for open job competitions, please ensure your contact information is available in your application.

HGR Graham Partners is committed to diversity and inclusivity in employment and welcomes applications from all qualified individuals. HGR Graham Partners is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Pay: CA\$50,000.00-CA\$65,000.00 per year