

Corporate / Wills & Estate Legal Assistant

We are seeking to add a Corporate/Wills & Estate assistant to our office in Walkerville. This is a unique opportunity for an organized individual looking to gain experience in a busy law firm with multiple lawyers who have varying practices

Duties

Corporate

- Preparing and filing articles and corporate documentation relating to simple and complex incorporations, amendments, continuances, amalgamations and dissolution in addition to other complex corporate transactions, primarily under the OBCA;
- Preparing routine minute book documentation (e.g. annual meeting materials, changes to directors/officers/registered office address/ share provisions, declaration of dividends, and returns of capital, etc.) and making necessary filings;
- Preparing and filing business name, partnership and limited partnership registrations, amendments, renewals, etc. required by provincial legislation;
- Consulting with lawyers and assisting in identifying necessary or appropriate corporation documentation, searching and filing in connection with transactions and other corporate requirements;

Wills & Estates

- Preparing Wills, Powers of attorney, and Estate administration documents;
- Administer Estates on behalf of clients;
- Preparing Estate accounting;
- Maintain inventory of Wills and Power of Attorney using a database;
- Prepare accounts for services rendered to clients.

Requirements

The ideal candidate will have a law clerk diploma, equivalent education or work experience. A background in real estate law would also be considered an asset. Strong computer skills and familiarity with Microsoft Office programs, Wordperfect, and accounting/docketing software is required. Strong organizational skills, attention to detail and excellent communication skills are a necessity as well as the ability to communicate and work well with clients, staff, and lawyers. We offer a salary commensurate with experience. All interested applicants can apply by email to e.reynolds@crblaw.ca by no later than September 30, 2024.