



KAY LAW

Corporate Law Clerk

Kay Law Professional Corporation is an entrepreneurial law firm located in Kitchener-Waterloo that specializes in corporate law, real estate, civil litigation, family law and estates. Kay Law is growing its dynamic law practice and is now looking to add a Corporate Law Clerk to our corporate and commercial team.

Role and Responsibilities

- Drafting documentation regarding incorporations, amalgamations, re-organizations, annual proceedings, registrations, dissolutions etc.
- Maintaining corporate records and minute books
- Co-ordinating and assisting with corporate closings
- Conducting initial legal and business research
- Miscellaneous clerical work

Qualifications and Experience

- Successful graduate of a law clerk program in Ontario (or equivalent skill set)
- At least 2 years of experience in the area of corporate and commercial law, including experience with transactions
- Working knowledge of the Business Corporations Act (Ontario) and the Canada Business Corporations Act
- Ability to organize, prioritize assignments and to produce a high volume of work quickly and accurately
- Dedicated to providing quality service to clients
- Excellent written and verbal English communication skills
- Thorough, with strong attention to detail and commitment to accuracy
- Self-starter, works independently and requires minimal supervision but also works well as part of a team
- Proven initiative, problem solving and resourcefulness
- Able to multi-task calmly and meet deadlines in a fast-paced work environment

Candidates with experience and qualifications that match the above criteria, who wish to join a dynamic, enthusiastic and progressive team, are encouraged to submit their resumes in confidence via email to hr@kaylaw.ca.

We thank all interested applicants, however, only those under consideration will be contacted.