

Dueck, Sauer, Jutzi & Noll LLP is hiring a Corporate/Commercial Legal Assistant or Law Clerk to join our existing team in Waterloo.

The role will involve completion of all documentation in connection with the incorporation, amalgamation, reorganization on corporate/commercial files; completion of all necessary searches, preparation of Corporate Annual Resolutions/Minutes; communications with clients, office personnel and third parties; administrative matters including billing clients, opening files, organizing files, diarizing files to meet deadlines; reporting to clients, lawyers, accountants and other parties as may be necessary.

Who We Are:

Dueck, Sauer, Jutzi & Noll LLP is a long-standing and respected full service law firm in Kitchener-Waterloo with 8 lawyers. We have built our success and reputation on a client-oriented, approachable, practical and entrepreneurial approach to the practice of law. We offer a work environment with laughter and humour, in a firm that values contribution to the community, wellness and work/life balance.

The Candidate We Are Looking For:

- You have a high degree of personal ethics, integrity and responsibility with an ability to deal with complex issues and safeguard confidential information
- You possess exceptional verbal and written communication skills
- You have the ability to work effectively with little supervision and have a keen eye for detail
- You are willing to assist your co-workers in any task that needs to be completed
- You are able to perform under pressure, meet deadlines and handle multiple - sometimes conflicting – priorities
- You are a team player, adaptable to a changing environment

Your Skills & Experience:

- Successful completion of a post-secondary Legal Assistant or Law Clerk program
- 5+ years of experience working in corporate commercial law
- Knowledge of, and experience with, Fast Company, PcLaw, MSOffice and/or Wordperfect would be an asset

Remuneration and Benefits:

- Pay commensurate with experience and ability
- Group Benefits, namely: Life Insurance, Accidental Death and Dismemberment, Long Term Disability, Extended Health Care and Dental Coverage
- Parking supplied

Application:

If you are interested in the above-noted position and you meet or exceed the job requirements, please send your resume and covering letter by email to pattil@dsjnlaw.com.

We are an equal opportunity employer, and welcome applications from people with disabilities. Accommodations are available upon request for candidates taking part in the recruitment process.

We thank all applicants for responding to the position, however only those that meet the job requirements will be contacted.

No telephone enquiries, unless required for accommodation purposes.

No agencies please.