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Corporate Law Clerk Full-Time Position

Sutherland Mark is a business law firm located in downtown Kitchener that has had a presence in the Waterloo Region since its inception in the late 1950's. Our concentration is on business law with additional expertise in real estate and estates law. We do not have a litigation practice. At present our office includes 4-5 lawyers and 11 support staff with various areas of expertise. Our personnel tend to remain with us for many years and we emphasize a collegial environment with sensitivity to life-style concerns (we offer a private fitness room that is used by some of our employees, especially when the weather is not amenable to a lunch hour walk on the adjacent Iron Horse Trail).

This posting is for a position in our busy corporate department, which includes two experienced law clerks and 1-2 junior staff. The successful applicant, depending on experience levels, will receive mentoring and will be expected to progress to independence and responsibility for complex corporate and transactional work, as well as ongoing maintenance of minute books for a large number of corporations.

We are looking for qualifications as a law clerk or legal assistant, especially in the field of corporate law. Demonstration of academic proficiency, analytical ability and good writing skills will assist your application. Experience is desirable but not required, as a candidate who demonstrates excellent aptitudes for learning, discipline, as well as project and time management will have opportunity to progress in this position.

Forward your resume and cover letter to us via email or facsimile:

E-mail: Kelly@sutherlandmark.com
Fax : (519)725-2525