

JOB POSTING

LaBarge Weinstein LLP

Corporate Law Clerk – Ottawa or Vancouver Office

LaBarge Weinstein LLP, A Business Law Firm with offices in Ottawa, Toronto, and Vancouver, requires a full-time corporate law clerk with a minimum 3-5 years' experience to join its Corporate Services Group. The position is open to fill in either the Ottawa or Vancouver office.

Candidates must have experience conducting corporate searches, maintaining minute books and processing various change requests, including changes in directors, officers and shareholders, including the administration of stock option plans, conducting minute book reviews, drafting rectification resolutions, preparing all documents associated with continuances and amalgamations and experience working with a corporate database. Candidates also must have a strong knowledge and practical experience working with Corporation's governed by the Canada Business Corporations Act and the Business Corporations Act (*British Columbia*). Knowledge of the Business Corporations Act (*Ontario*) will be considered an asset.

This is a great position for a Corporate Clerk or Paralegal who enjoys working in a rewarding, fast paced environment where there is opportunity to contribute to the growth of a branch office. The candidate must be proactive, team oriented, able to work in a multi-office environment and demonstrate good time management skills. The candidate must also be comfortable learning and using the computer-based applications that allows the firm to manage the corporate work effectively in a multi-office environment. For any Ottawa applicants, because this position will include assisting the lawyers in the firm's Vancouver office, a willingness to work later hours (example 10:00am to 6:00pm ET) will be considered an asset.

Interested applicants may apply by forwarding their résumé by email to Keri at Kmcdonald@lwlaw.com.