

Siskinds is one of Southwestern Ontario's leading law firms. We provide local and national service in virtually all areas of the law including personal injury, business and commercial law, class actions, labour and employment, family, estates, and litigation. Our team of over 80 lawyers and more than 100 support staff is dedicated to ensuring our clients receive exceptional service.

Business Law Clerk – Full-time

This position will require you to provide support for our Business Law Team. These tasks include but are not limited to, preparation of accounts, compiling report books, review of minute books and to identify discrepancies and preparation of documents required to rectify said deficiencies, preparation and filing simple Articles of Incorporation, drafting simple share provisions, organization of minute books, review of accountants letters and preparation of annual resolutions, redemptions, share transfers, dividends, preparation of and filing extra-provincial registrations, PPSA registrations, conducting due diligence searches, preparation of simple Articles of Amendment, Articles of Dissolution, correspondence with accountants and clients including assisting clients' with concerns, assisting senior clerks with reorganizations, sales and purchases of companies; mergers and acquisitions as required.

Our ideal candidate will have a post-secondary education (Legal Assistant/Law Clerk/Paralegal), 4-8 years' relevant experience.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound administrative, time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

You will work well both independently and within the team setting. You will have a sincere passion for new technology learning and application. You enjoy a fast-paced, multi-tasked and deadline driven environment.

The following skills and attributes are also essential:

- Above average interpersonal skills
- Strong organizational skills with the ability to be proactive and follow through.
- Superior communication skills (both verbal and written)
- Detail-oriented
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills, and finally
- Above average keyboarding/computer skills (primarily Word, Outlook and Adobe)

We are a truly a cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top runner, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "Business Law Clerk" and "Your Name" in the subject line, to humanresources@siskinds.com . Deadline for submissions is Friday, March 27, 2020.

Contact Information:

Siskinds, London Head Office
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