



CREIGHTON LAW LLP is recruiting for a Corporate/Wills Clerk to join our team. This role is a full-time in office permanent position. The firm offers a competitive compensation package with benefits and pension available.

The successful candidate will be self-motivated, independent, and comfortable in a dynamic environment with changing priorities and able to manage a large workload.

This position is best suited to individuals who are friendly, professional, with exceptional organizational skills and an outstanding ability to multi-task will ensure success in this role.

Responsibilities and Duties

- Maintaining corporate structures for both profit and non-profit entities, including but not limited to incorporating corporations and partnerships
- Preparation and filing of business name registrations, maintaining the corporate records, drafting resolutions, preparing provincial and federal filings
- Conducting searches, and implementing corporate reorganizations
- Updating, maintaining and managing minute books and the corporate records for over 500 entities
- Drafting organizational documents, including articles of incorporation, by-laws and resolutions, in Canada
- Prepare filings or documentation required by provincial or federal bodies in Canada, as well as documentation required by financial institutions
- Assist in drafting purchase agreements, resolutions and ancillary documents to implement corporate reorganizations, amalgamations and dissolutions
- Review and analyze corporate charter documents and records to ensure compliance with governing statutes
- Create and maintain all precedent corporate documentation
- Organization of paper and/or electronic files
- Docketing and billing in PCLaw for client billing
- Other administrative tasks and/or special projects, as needed

Qualifications and Skills

- Law Clerk Diploma with 3 – 5 years experience
- Proficient in Microsoft Office, Fast Company and PCLaw
- Self-starter who is able to work independently
- Exceptional organizational and communication skills
- Self-confidence, motivated, and the ability to network and problem solve
- Excellent communication skills (verbal & written)

- Keen attention to detail and able to meet tight deadlines
- A team player, who is willing to help other staff and Lawyers, as required
- Excellent client service skills

About the organization:

As one of the oldest law firms in Canada, Creighton Law LLP was established in 1885. We have served the community for over 135 years because of our ability to provide efficient and effective comprehensive legal advice and services to our clients as well as adhering to the highest professional standards in serving our clients throughout Durham Region. We are proud of the history and success of our firm and the high quality of legal services we have provided to generations of families in Oshawa and surrounding communities.

Please forward your resume to accounting@durhamlawyers.ca.

We thank all those who are interested in this position, only those that meet our criteria will be contacted for an interview.