



LEGAL ASSISTANT – CORPORATE / COMMERCIAL / TAX

For more than 50 years, Walsh LLP has been an integral part of the Alberta legal community. We have a distinct firm culture that encourages lawyers to work together to give clients the tools they need to succeed — at home, in business and in the community. From our offices in Calgary and Okotoks we find solutions for our clients throughout Alberta.

Our goal is to exceed expectations – to go the extra step to deliver results by building strong long term relationships, proactively taking the time to understand our clients’ needs and how the work we do fits into the bigger picture for them and producing accurate, common sense, timely and relevant work. Our Legal Assistant team is essential to ensuring every client has a great experience with our firm.

We are looking for a **Legal Assistant** to work within the corporate/commercial group and as part of the corporate records team.

Responsibilities:

- Prepare all necessary documents (including Index where applicable) for corporate/commercial/tax transactions including:
 - Tax related reorganizations (s.85 rollover, share for share exchanges, etc.)
 - Issuance of Shares / Redemption of Shares
 - Dividend Resolutions
 - Issuance of Stock Dividends
 - Leases
 - Real Estate transactions
 - Mergers and Acquisitions
- Prepare all documents for Alberta Societies, Alberta and Federal Business Corporations related to corporate records including, but not limited to:
 - Incorporation
 - Annual Returns
 - Dissolution
 - Amalgamation
 - Notices of change of Address, Shareholders, Directors, etc.
- Knowledge of record-keeping requirements for Alberta Societies, Alberta Companies, Alberta Business Corporations and Federal Business Corporations
- Filing documents with Alberta Corporate Registries and Industry Canada.
- Create and maintain paper and electronic Minute Books and related corporate records files.
- Conduct searches including internal conflict checks and due diligence searches.
- Draft and prepare legal documents, correspondence and reporting letters for lawyer review.
- Keep files organized and filing current.
- Open and close physical and electronic files.
- Handle client accounts: preparation of invoices and cheque requisitions, receive and disburse funds for transactions and other administrative tasks as required.

Qualifications:

- 5-8 years of recent relevant experience.
- Minimum 3 years of *actively filing* CORES II transactions.
- Demonstrated ability to draft and format legal documents. Advanced skills in Word, Excel and Adobe Acrobat (for electronic Closing Books).
- Proven ability to work with and format large documents including use of styles, automatic numbering, cross-referencing, table of contents, track changes, etc.
- Ability to work within established procedures/protocols.
- Receive and follow instructions.
- Highly effective in a team environment.
- Experience and knowledge with rural titles transactions an asset.
- Some accounting and invoicing experience an asset.
- Excellent oral and written English communication skills.
- Proven ability to exercise high initiative while projecting a tactful, diplomatic approach at all times.
- Strong multi-tasking and prioritization skills with the ability to adapt to change.

Educational Requirements:

- CORES Level II Accreditation (with an interest in advancing to level III).
- Legal Assistant Diploma.

Is this the right role for you? It might be if you:

- Are passionate about client service,
- Want to work in a dynamic, downtown Calgary, family-oriented law firm committed to delivering innovative solutions for our clients,
- Are relentless in delivering quality and accuracy in a deadline driven-environment,
- Demonstrate exceptional attention to detail and organizational skills,
- Are resourceful and know how to dig into a file and research to find answers,
- Are able to think on your feet,
- Treat everyone with dignity and respect, regardless of the circumstances,
- Show curiosity, want to learn and are able to ask crucial questions, and
- Have a track record of trust, authenticity, accountability and an unwavering commitment to values and co-workers.

If you have what it takes to succeed at Walsh LLP, please submit your resume to careers@walshlaw.ca. Please include "Legal Assistant - Corporate" in the Subject line. Only those applicants selected for an interview will be contacted. No telephone calls please.

Walsh LLP provides a diverse, collaborative and inclusive work environment where all our employees are encouraged to grow and develop. We are an equal opportunity employer.

.... We are the Firm with a difference.

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