

Position: Law Clerk

Department: Corporate

The Law Clerk provides support to the lawyers in the Corporate Department. The Law Clerk is responsible for preparing legal documents and researching law sources.

### Key Responsibilities:

- Organizing material and information required for corporate records, including maintenance of minute books
- Preparation of annual resolutions
- Preparation and filing of annual returns
- Preparation, registration and maintenance of partnership and business name registrations
- Correspondence with clients, lawyers and external professionals
- Data entry using corporate software
- Daily preparation of dockets
- Assist with other projects and support the corporate department as required

### Qualifications:

- Minimum two year Law Clerk Diploma from college or suitable combination of education and experience
- Minimum of one to two years of work experience in a legal environment, experience in corporate law preferred
- Member of the Institute of Law Clerks of Ontario
- Relies on experience and sound judgment to plan and accomplish goals
- Strong working knowledge of PC desktop tools such as word processing and e-mail
- Strong verbal and written communication skills
- Strong interpersonal skills and professional presentation

### Skills Required:

- Ability to plan, organize and prioritize job tasks in order to meet tight deadlines
- Ability to respond effectively and professionally to changes in schedules and priorities
- Ability to ensure consistent attention to detail
- Ability to work independently within a team environment
- Ability to exercise discretion when dealing with sensitive information
- A positive, supportive and professional attitude

Interested applicants should forward their resumes to [careers@perlaw.ca](mailto:careers@perlaw.ca).



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