

O'Connor MacLeod Hanna LLP

O'Connor MacLeod Hanna LLP is a sixteen lawyer, full-service law firm, with a well-established practice located in the heart of Halton Region.

We proudly provide a friendly, team-oriented working environment for our lawyers and staff.

Our commitment to providing excellent client service and our strong involvement in our community have consistently made us Halton's law firm of choice.

You can be your best here. We are a part of a diverse and inclusive workplace where you can enhance your career and where your well-being is championed. You are an experienced and a self-driven legal assistant/ clerk with an opportunity to join our Corporate Legal Department at the law offices in Oakville.

Job Title: Corporate & Commercial Law Clerk/ Legal Assistant

Job Requirements:

- Self-starter with a minimum of 5+ years working experience as a corporate & commercial legal assistant or law clerk,
- Professional demeanour and strong organizational, investigative, fact finding, and problem-solving skills,
- Critical attention to detail,
- Excellent verbal and written communication and inter-personal skills,
- Must be able to work independently, to prioritize assignments and to solve issues with minimal supervision,
- Ability to work collaboratively,
- Takes initiative and is pro-active,
- Available to work extended hours when required,
- Experience with Do Process – FastCo, and Microsoft Office are required. Experience with OnCorp, GhostPractice would be an asset.

Job Responsibilities:

- Performs full legal clerical work of a responsible and confidential nature for one or more lawyers,
- Knowledge of the Ontario Business Corporations Act, Canada Business Corporations Act, Limited Partnerships Act and Business Names Act,
- Preparing documentation in support of corporate transactions and proceedings including but not limited to: incorporations, articles of amendments, dissolutions, revivals, amalgamations, reorganizations, continuances, director and officer changes, issuance and transfer of shares, changes to authorized capital, dividend declarations, redemption of shares, changes to authorized capital, unanimous shareholder declarations and purchase of

shares for cancellation,

- In-depth review and maintenance of corporate minute books including but not limited to, updating corporate records , preparing general and annual corporate filings, extra-provincial and business name registrations,
- Drafting complex share structure and documents pertaining to corporate and tax reorganizations including Section 85 and Section 86 share transfer and exchange transactions,
- Conducting corporate due diligence searches including but not limited to, PPSA, bankruptcy, litigation, execution and other searches and analysing and summarizing the findings,
- Maintain filing systems and FastCo database including regular system and precedent updates,
- Open files, update client information and prepare invoices through GhostPractice,
- Direct communications by email and telephone with clients, lawyers and public officials including scheduling meetings and directing inquiries,
- Addressing and responding to routine correspondence not requiring the supervising lawyer's attention and initiating follow-up action as required,
- Other clerical assistances as may be required.

Drafting of share and asset purchase agreements, preparing the related closing documents, to complete the transactions and preparing financing documents for loan transactions would be an asset to have but not a requirement.

Job Rewards: This position is full-time, with a competitive salary, paid vacation, health insurance plan benefits and company retirement program matching.

We thank all applicants in advance for their interest, however, only those candidates selected for an interview will be contacted.

If you are interested in this role in our firm, please forward your resume in confidence to:

Peter Denesi
Controller/Office Manager
O'Connor MacLeod Hanna LLP
Barristers & Solicitors
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