

# MCLENNAN ROSS

LEGAL COUNSEL

## Corporate Paralegal

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We have a dynamic team of support staff who are highly motivated to provide exceptional support to our lawyers and clients. We're currently recruiting for a full time Corporate Paralegal in our Edmonton office.

### **Position Overview:**

Working within a team environment, our Corporate Paralegal is responsible to provide daily paralegal support to our Corporate Commercial Law Practice Group, including drafting and preparing documents, and composing annual work.

Our ideal candidate will possess mid-senior level corporate paralegal experience, solid knowledge of corporate law and procedures, and comprehensive knowledge of preparing and drafting a variety of corporate documents including societies and not for profit corporations.

### **Key Responsibilities Include the Following:**

- Drafting documents relating to incorporation, amalgamations, amendments, and various types of resolutions and minutes
- Preparing documentation and transactions for corporate matters
- Completion of Annual Returns as required
- Respond to daily inquiries from counsel and clients
- Further assisting Lawyers/Paralegals in transactions as needed

### **Our Ideal Candidate:**

- Must be results oriented and demonstrate exceptional time management, organizational and follow up skills
- Excellent research and analytical skills, good judgement, high level of accuracy, and strong attention to detail
- Has excellent verbal and written communication skills
- Capacity to manage many files simultaneously and a proven ability to work under pressure
- Must be able to work independently as well as within a team environment

### **Key Qualifications and Education:**

- Diploma in paralegal studies or equivalent combined with a minimum of five years of experience in a paralegal role

## Corporate Paralegal Continued

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- Minimum CORES Level 3 accreditation is required (ALF corporate database experience would be an asset)
- Flexibility to work overtime as needed to satisfy business needs

### **What you will find at McLennan Ross:**

- A highly professional environment built on a strong culture and spirit of teamwork
- Proven high quality of service and commitment to our clients and each other
- A challenging and progressive work environment
- An employer who is committed to equity, diversity and inclusion

### **Career Package:**

An excellent compensation package awaits the successful candidate.

Qualified and talented candidates may submit their resume via email along with a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources  
600 McLennan Ross Building  
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4  
E-mail: [Jennifer.bell@mross.com](mailto:Jennifer.bell@mross.com)

## Corporate Paralegal Continued

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### **About McLennan Ross:**

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

### **Our Values:**

#### 1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

#### 2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

#### 3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

#### 4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at [mross.com](http://mross.com).