

EXPERIENCED Corporate Paralegal required.

EXPERIENCED/SENIOR corporate paralegal to join a large full-service law firm in Victoria (Shoal Point, at Fisherman's Wharf).

Position Responsibilities Include:

- Drafting corporate legal documentation – corporate and tax reorganizations, amendments, dissolutions, share transactions, amalgamations, continuances, extra-provincial registrations, dividend transactions, name changes, restorations and other documents;
- Asset and share sale transactions;
- Preparing closing agendas;
- Correspondence and communication with all parties including lawyers and clients;
- Conducting minute book reviews and fixing deficiencies; and
- All other administrative duties as required.

Requirements:

- A graduate of a recognized Paralegal/Legal Assistant Program and/or a strong background in a corporate/commercial practice;
- Knowledge of the practices, procedures & processes involved in a corporate practice;
- Self-starter with proven initiative and capable of multitasking and meeting deadlines in a fast-paced and often changing environment;
- Strong teamwork and interpersonal skills;
- Proficient word processing and formatting skills in MS Word;
- Ability to work independently with limited supervision;
- Working knowledge of ALF, BC Online, Excel & Adobe Acrobat; and
- Experience in ESIIlaw 360, Time Matters and iManage an asset.

Full benefits package available.

Please email resume & cover letter to the attention of:

Kevin Benn
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Pearlman Lindholm
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