

MILLS & MILLS LLP

BARRISTERS & SOLICITORS

ESTABLISHED 1884

Position: Corporate Legal Assistant/Law Clerk
Reports To: Senior Associate and Business Law Group
Group: Business Law Group

Mills & Mills LLP is seeking an Intermediate to Senior Legal Assistant to join its thriving Business Law Group! The successful candidate will have 5+ years of experience working in Corporate Law and a desire to learn and to contribute to the success of our team.

Who We Are

Mills & Mills LLP is an expanding mid-size law firm with over 80 employees. Our core values that guide the members of our team are ***Integrity, Competence, Initiative, Cooperation, Respect and Care***. For us, there is no better question than “how can I help?”

We offer each member of our team competitive compensation and benefits, a collaborative and barrier-free work environment, and the opportunity to work on a diverse range of matters.

Mills & Mills LLP is an **inclusive employer** committed to building a **diverse workforce**. We encourage applications from **all** qualified candidates and will accommodate applicants’ needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process. If you require accommodation at any time throughout the recruitment process and selection process, please contact our Human Resources Manager, Rand Bilal, so that we can ensure your accessibility needs are accommodated throughout this process. Any information received relating to accommodation will be addressed confidentially.

Purpose of the Role

The successful candidate has Corporate Legal Assisting experience, is confident and organized, possesses excellent communication, and takes pride in the quality of their work. We pride ourselves in providing excellent service to our clients, while being a comfortable and rewarding place to work.

As a Legal Assistant/Clerk at Mills & Mills LLP you will work alongside other experienced Legal Assistants and legal practitioners, while you provide corporate clerk support to other members of the Business Law Group with a focus on not-for-profit and charity law matters. You will also work collaboratively with the entire business law department to advance internal processes, produce quality work and superior customer service for clients.

Key Responsibilities

- Review, organize, maintain and update corporate minute books and files
- Prepare corporate documents, such as director/member resolutions, by-laws, incorporations, amalgamations, dissolutions, articles of amendments, etc.
- Prepare government filings, online filings and searches on various corporate and government websites
- Correspond with and utilize online services of Corporations Canada, Ontario Business Registry, Charities Director, Ontario Office of the Public Guardian and Trustee and Canadian Intellectual Property Office

- Compile and organize supporting documents and information required for online charity applications
- Provide support for trademark applications and prosecution, including ordering searches, reporting, follow-up and client communication
- Provide support on all aspects of major transactions, including mergers, acquisitions, sales, trademark applications, financings, and general corporate work, including minute book review and maintenance, due diligence and reporting, etc.
- Provide outstanding client service in communications and build strong relationships with clients from a range of professional backgrounds
- Engage in file management (e.g., setting deadlines, file reviews, sending and following up on accounts etc.)
- Manage key dates and update calendars for lawyers, including appointments, due dates and client-related activities
- Provide support for lawyers' marketing initiatives and internal committee work
- General administrative duties, including but not limited to docketing own time, scanning, filing, photocopying, scheduling appointments, file opening and closing etc.
- Other duties as assigned

Education/Skills, Knowledge, and Abilities/Attributes

- Community College Diploma or equivalent and/or working towards their qualifications
- Minimum 5 + years working as a Corporate Legal Assistant or Law Clerk (not-for-profit law experience is preferred)
- Excellent computer software skills including Acumin, Ecore, Fast Company, Word and Outlook
- Ability to receive instructions and work efficiently with more than two (2) lawyers simultaneously
- Keen eye for detail, professional attitude, confidence and ability to maintain confidentiality
- A keen understanding of effective docketing
- Ability to work well under pressure, manage multiple priorities and meet deadlines
- Exceptional client management skills, trustworthy, accountable, proactive and a positive work attitude
- Ability to work independently with minimal supervision
- Excellent written and verbal communication skills
- Availability to work overtime, when necessary

To apply, please submit your resume to: rand.bilal@millsandmills.ca. We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.