

CORPORATE RECORDS CLERK

Alexander Holburn Beaudin + Lang LLP is a leading regional firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking a Corporate Records Clerk to join our Corporate Services department. This role is ideal for a candidate who is looking to start their career in legal and an opportunity to be mentored by a senior Corporate Services paralegal. This role involves working directly with other Corporate Services team members and lawyers.

Responsibilities:

- Preparing annual reports and annual consent resolutions for companies and societies (federal and provincial) and maintain extra-provincial registrations.
- Assisting lawyers and paralegals with federal and provincial incorporations including; drafting pre- and post-incorporation documentation, extra-provincial registrations, changes in directors and officers, name reservations, business name registrations, and changes in registered and records offices.
- Conducting corporate searches in BC, Canada, USA, and overseas.
- Draft and review all security documents and arrange for filing of same at the appropriate registries.
- Monitoring and responding to client email requests.
- Handling incoming and outgoing mail, including accepting service documents from process servers.
- Reviewing and maintain filings in virtual minute books.
- Attending to corporate filings, identify issues and follow up on outstanding matters.
- Any other clerical duties required by the corporate department.

Qualifications:

- A Legal Administrative Assistant certificate from an accredited institution would be considered an asset but not mandatory.
- Experience working in a law firm or office environment for 1 to 3 years.
- Experience working with ALF would be an asset.
- Excellent knowledge of administrative procedures.
- Ability to multi task and exercise initiative and good judgement.
- A solid knowledge of MS Office.
- Able to work well both in a team environment and independently.
- Strong written and verbal communication skills.
- Excellent accuracy and organization skills.
- A professional demeanour.

Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

Diversity + Inclusion:

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hinfo@ahbl.ca.