

CORPORATE SERVICES CLERK

Alexander Holburn Beaudin + Lang LLP is a leading national 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 Services 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. If you are looking for an opportunity that provides individual growth and development, in a supportive, diverse and collegial environment, we would like to hear from you!

Responsibilities:

- Preparing annual reports and annual consent resolutions for companies and societies (federal and provincial) and maintaining extra-provincial registrations.
- Assisting lawyers and paralegals with federal and provincial incorporations including 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.
- 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 multitask 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.

Compensation:

AHBL offers a competitive salary ranging from \$48,000 to \$58,000. We also offer a variety of benefits, including:

- Health and Dental plan, an Employee Assistance Program (EAP), and a matching RRSP Program after one year of employment with the firm.

- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year.
- Lifestyle Benefit: fitness reimbursement for memberships and gym equipment.
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

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