
Corporate Paralegal – Charlottetown, Prince Edward Island

Our Charlottetown office is currently seeking a qualified candidate to join our corporate team. The successful candidate will have an undergraduate business degree, a Paralegal or Legal Administration diploma or other related education. Experience will be considered an asset.

Cox & Palmer is a full-service, top-ranked Atlantic Canadian law firm with knowledge and experience clients rely on for solid legal solutions. The firm prides itself on a collegial work atmosphere and supportive team environment. We hire self-motivated, team-minded individuals with a strong work ethic, integrity and a commitment to client service.

SUMMARY OF RESPONSIBILITIES

- Prepare documentation related to incorporations, amalgamations, extra-provincial registrations, acquisitions, continuances, Section 85 rollovers, estate freezes, dissolutions, etc.
- Update and maintain corporate records and minute books.
- Prepare documents with and without firm precedents according to instructions and information provided by lawyers/accountants and information gathered through own research (resolutions, minutes, and correspondence).
- Review documents prepared by lawyers for general compliance with applicable legislation.
- Research, prepare, and revise precedents and technical procedures checklist to ensure compliance with current legislation.
- Organize transactions and attend closings with lawyers to oversee the execution of documents.
- Organize and oversee corporate records database.
- Maintain confidentiality of firm, client and employee information.
- Working overtime as needed to meet client requirements.

SKILLS AND QUALIFICATIONS

- Responsible and hard-working.
- Works well in a high pressure, timeline-driven environment.
- Dedicated to providing superior customer service and being a positive and professional ambassador of the firm.
- Able to work independently, follow instructions with minimal supervision and take initiative.
- Flexibility to adapt to different tasks and to work with a diverse group of lawyers.
- Exceptional technology skills, with a proficiency in all aspects of Microsoft Office and legal billing systems.
- Willing to learn and contribute to the team.

Cox & Palmer provides an exceptional compensation and benefits package including:

- Competitive base salary and discretionary performance bonus;
- Firm-paid health & dental benefits;
- Life and disability insurance;
- Employee assistance program;
- Annual health and fitness allowance; and
- Vacation, personal & sick days.

Qualified candidates who are interested in this position should send a covering letter and resume to:

Bobbie Jo Duffy
Human Resources

Cox & Palmer
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