

FillmoreRiley

Corporate Legal Assistant

Fillmore Riley LLP is a highly regarded and accomplished full-service law firm located in the heart of downtown Winnipeg. We have an immediate opening for a **Corporate Legal Assistant** to assist at the partnership level.

Responsibilities

- Interact with clients on phone and in person
- Prepare letters and other correspondence
- Prepare and revise corporate transactional documents
- Organize documents for corporate closings
- Prepare corporate closing books
- Order searches and conduct due diligence inquiries
- Complete LTO service requests

Core Competencies

- Three or more years of experience as a Corporate Legal Assistant
- Sound judgment and strong problem-solving skills
- Excellent people and communications skills
- Ability to learn quickly and retain complex information
- Possess strong computer and organizational skills
- Eager to work in a fast-paced environment
- Complete complex assignments with minimal supervision
- Ability to multi-task and prioritize competing deadlines
- Exercise critical thinking, with attention to detail and consistently produce high-quality work

Fillmore Riley is committed to maintaining an inclusive work environment composed of people with diverse backgrounds, perspectives and identities. We encourage applications from all qualified candidates.

We offer a professional and collaborative work environment, a comprehensive training and orientation program and an exceptional benefits package. Salary will be commensurate with experience and skills.

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Please forward your resume stating salary expectations to:

FILLMORE RILEY LLP

1700-360 Main Street

Winnipeg, Manitoba R3C 3Z3

Attention: Ms. P. Kapilik

pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.