



Corporate Legal Assistant

We are a Winnipeg-based, full-service law firm in the heart of downtown looking for an experienced **Corporate Legal Assistant** to assist at the partnership level. The incumbent will be able to take direction well and be self-motivated to work independently.

Responsibilities will include:

- 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 LLP offers a dynamic and challenging work environment, a comprehensive training and orientation program, and an exceptional benefits package, including a DPSP/RRSP plan. Please forward your resume stating salary expectations in confidence to:

FILLMORE RILEY LLP

1700-360 Main Street
Winnipeg, Manitoba R3C 3Z3
Attention: Ms. P. Kapilik
E-Mail: pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest. Only those under consideration will be contacted.