



Corporate Paralegal/Manager

Join a law firm that supports your professional development.

Fillmore Riley LLP is a leading full-service, regional law firm based in downtown Winnipeg. We are seeking a **Corporate Department Manager** to join our team of professionals.

Overseeing the daily operations of the corporate team, the Corporate Department Manager will provide leadership to a team of junior and senior paralegals while adhering to the quality standards set by the firm.

The manager will also act in the capacity of a corporate paralegal to assist lawyers in all stages of corporate transactions including the preparation of documents necessary to comply with regulations in the conduct of business activities. Corporate transactions include incorporations as well as organizations, amalgamations, and reorganizations.

Principal Duties and Responsibilities

Managerial responsibilities:

- Responsible for the achievement of department productivity and quality goals
- Delegate work duties to the paralegals to attain objectives based on skillset, workload and employee development
- Provide mentorship and training to new employees
- Monitor and provide feedback on performance of new employees/junior paralegals
- Monitor workload of paralegals and reallocate resources accordingly
- Provide recommendations on staffing requirements
- Review and provide feedback on work produced by junior associates

Corporate Paralegal Responsibilities:

- Work with lawyers to prepare documents required to form corporations (both business and not-for-profit corporations), professional corporations, amalgamations, and limited partnerships
- Assist lawyers in the preparation of documentation of amendments, amalgamations and dissolutions
- Create and maintain corporate minute books
- Provide lawyers with assistance in the preparations for and closing of various corporate and limited partnership transactions
- Update corporate databases as required
- Record time to appropriate file

Required skills and competencies:

- Exercise sound judgement and problem solving
- Excellent people and communication skills
- Ability to work in a fast-paced and high-pressure environment
- Complete complex assignments with minimal supervision
- Management of people and workflow
- Ability to multi-task and prioritize competing deadlines
- Exercise critical thinking, with attention to detail and consistently produce high-quality work

Living and working in Winnipeg

As one of Canada's most affordable centres, Winnipeg has all the amenities major Canadian cities offer, without the high cost of living and long commutes. Winnipeg's family-friendly neighbourhoods, rich arts and cultural scene, and world-class schools and universities offer an unrivalled lifestyle.

How to Apply

Fillmore Riley LLP provides employees opportunities for growth and fosters a friendly, community-focused culture. We offer a comprehensive training and orientation program and an attractive benefits package. Salary will be commensurate with experience, qualifications, and ability. Fillmore Riley will assist with relocation costs. Please forward your resume, stating salary expectations, in confidence, to:

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

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