



## Corporate Paralegal

We are a Winnipeg based, full-service law firm in the heart of downtown looking for a top-notch **Corporate Paralegal** to assist several lawyers.

Responsibilities will include:

- Prepare documents required to form corporations, professional corporations, and limited partnerships
- Prepare documentation for amendments, amalgamations, dissolutions, import and export continuances and revivals
- Registration and maintenance of Business Names
- Create and maintain corporate minute books and corporate database
- Preparation for and closing of various corporate transactions
- Corporate and Nuans searches

Core Competencies:

- Exercise sound judgement and problem solving
- Excellent people and communications skills
- Possess strong computer and organizational skills
- Ability to work in a fast-paced and high-pressure environment
- Complete complex assignments with minimal supervision
- Possess a strong analytical and logistical skill set
- 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**

360 Main Street

Winnipeg, Manitoba R3C 3Z3

Attention: P. Kapilik

E-Mail: [pkapilik@fillmoreriley.com](mailto:pkapilik@fillmoreriley.com)

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