



Search Profile

Senior Paralegal (Corporate)
DLA Piper | Edmonton

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The Organization

DLA Piper is one of the world's largest business law firms, with lawyers located across more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific. The firm advises clients ranging from emerging businesses to multinational organizations on their most strategic legal matters, combining deep local knowledge with the strength of a truly global platform. DLA Piper's mission is to be the leading global business law firm.

DLA Piper (Canada) LLP is one of Canada's leading business law firms, with offices in Vancouver, Calgary, Edmonton, Toronto and Montréal. The firm provides clients with sophisticated legal counsel across corporate, commercial, litigation, employment, tax, real estate, finance, intellectual property, regulatory and other practice areas. DLA Piper has also been recognized as one of Canada's Top Employers for Young People since 2022, reflecting its commitment to professional development, mentorship and creating an exceptional employee experience

Within DLA Piper, the Edmonton office has established itself as one of the firm's premier commercial practices. Recognized both within the DLA Piper network and beyond, Edmonton has earned a reputation for advising on some of the region's most sophisticated mergers and acquisitions, financing and corporate transactions. Led by an accomplished group of highly regarded partners, the team combines deep local relationships with the reach of one of the world's largest business law firms, attracting complex mandates for Canadian, U.S. and international clients. This reputation for excellence, collaboration and client service has helped build a highly regarded practice with a strong presence in the Canadian and cross-border transactional market.

The Position

DLA Piper is seeking a Senior Corporate Paralegal to join its Corporate practice group, supporting the firm's sophisticated mergers and acquisitions and transactional practice. This role reflects the continued growth of the Edmonton office and increasing demand for the team's corporate and commercial expertise. Joining a collaborative team of Associates and paralegals, the successful candidate will play a key role supporting high-value transactions while working alongside seven Partners and approximately 15 Associates across the Corporate group.

This is an autonomous role suited to an experienced paralegal who thrives in a fast-paced, high-performance environment. Acting as the project manager for complex transactions, the successful candidate will take ownership of transaction execution from commencement through closing, coordinating competing priorities, communicating directly with clients and external stakeholders, and ensuring key milestones and deliverables are achieved. While the role requires exceptional technical expertise, equal importance is placed on initiative, sound judgment and the ability to anticipate needs, solve problems proactively and contribute to a collaborative, team-oriented culture.

Attractions & Opportunities

- **Premier Transactional Practice** | Join one of DLA Piper Canada's leading corporate teams, supporting sophisticated mergers and acquisitions, financings and other complex corporate transactions for Canadian and international clients.
- **Opportunity to Make an Impact** | This position reflects the continued growth of the corporate group and provides the opportunity to play a meaningful role in increasing the capacity of the transactional paralegal team. Successful individuals are empowered to take ownership, demonstrate initiative and shape their role as the practice continues to grow.
- **Collaborative, High-Performing Culture** | Work alongside highly respected Partners, Associates and fellow paralegals in a collaborative environment that values teamwork, knowledge sharing and exceptional client service while supporting professional growth and development.
- **Employer of Choice** | Join a firm recognized for its commitment to developing exceptional talent through mentorship, continuous learning and a collaborative culture. DLA Piper has been named one of Canada's Top Employers for Young People since 2022, reflecting its investment in creating an engaging and rewarding employee experience.

Responsibilities

Transaction Execution:

- Support sophisticated corporate and commercial transactions, including mergers and acquisitions, divestitures, joint ventures, financings, strategic investments, and corporate reorganizations.
- Draft, review and manage a broad range of transactional documentation, including closing checklists, ancillary agreements, organizational and reorganization documents, partnership agreements, purchase and sale agreements, and other closing documents.
- Conduct corporate due diligence, review corporate records and minute books, and identify deficiencies requiring resolution to facilitate successful transaction execution.
- Prepare corporate documentation relating to entity formation, restructurings, amalgamations, continuances, share issuances and transfers, and corporate dissolutions; and
- Manage corporate, regulatory and statutory filing requirements associated with transactional matters, ensuring accuracy, compliance and timely completion.

Project Management:

- Lead the coordination and project management of sophisticated corporate and commercial transactions from commencement through closing, ensuring key milestones, deliverables and closing deadlines are achieved.
- Coordinate and manage all aspects of transaction closings, including closing checklists, signature processes, conditions precedent, funds flow support, disbursement of funds, and post-closing deliverables.
- Interface directly with clients, Partners, Associates, internal business teams, outside counsel, and third-party service providers to ensure transactions are executed efficiently and on schedule; and
- Proactively manage multiple concurrent transactions by anticipating issues, resolving obstacles, managing competing priorities, and maintaining momentum throughout the transaction duration.

Practice Support:

- Respond to client inquiries and Partner requests in a professional, timely and solutions-oriented manner, delivering an exceptional client experience.
- Build trusted relationships with clients, Partners and Associates by anticipating needs, exercising sound judgment and contributing to the successful execution of sophisticated client mandates; and
- Foster a collaborative, high-performing team environment by sharing knowledge, supporting colleagues and contributing to the continued success of the corporate group.

Defining Success

Success in the first year will be defined by the candidate's ability to successfully:

- Increase the capacity of the transactional paralegal team by independently managing a significant portfolio of complex transactions, resulting in a measurable growth in team capacity, and a sustainable, balanced workload across the transactional paralegal team.
- Strengthen the efficiency of the transactional practice by assuming ownership of a substantial volume of transactional work, enabling matters to be progressed proactively, improving responsiveness to Partners and clients, and creating greater flexibility to manage fluctuations in transaction volume.
- Meet or exceed the firm's annual billable hour requirement of 1,200 hours through effective file management, timely completion of assigned legal tasks, accurate timekeeping, and consistent contribution to client matters.
- Earn the confidence and trust of the corporate group by developing strong working relationships with Partners, Associates and clients, consistently delivering high-quality work, exercising sound judgment, and becoming a trusted resource, whom Partners confidently rely upon to independently manage sophisticated transactions; and
- Deliver exceptional transaction execution by independently managing multiple concurrent matters, coordinating complex closings, anticipating issues before they arise, and ensuring transactions are completed accurately, efficiently and on schedule.

Candidate Profile

Competencies & Attributes

DLA Piper's success is built upon a culture of being *Exceptional, Collaborative, Bold, and Supportive*. The successful candidate will bring not only the technical expertise required to support sophisticated corporate transactions, but also the initiative, judgment and interpersonal skills to embody these values while thriving within a high-performing team. The ideal candidate will demonstrate the following competencies and attributes:

- **Detail Oriented** | Demonstrates exceptional attention to detail with a high degree of accuracy and consistently produces quality work, exceeding expectations while managing multiple complex transactions and competing priorities.
- **Project Manager** | Successfully coordinates multiple complex transactions by organizing competing priorities, managing stakeholders, and ensuring key milestones, deliverables and closing deadlines are consistently achieved.
- **Proactive** | Takes initiative, works independently with minimal direction, anticipates needs before they arise, and proactively advances work in a fast-paced, high-expectation environment.
- **Problem Solver** | Exercises sound judgment and critical thinking to identify issues early, think creatively, and develop practical solutions that keep transactions moving forward.
- **Communicator & Relationship Builder** | Builds trusted relationships through exceptional verbal, written and interpersonal communication, collaborating effectively with clients, Partners, Associates, colleagues and external stakeholders to deliver an exceptional client experience.
- **Collaborative** | Invests in relationships by openly sharing knowledge, supporting colleagues, and contributing to a high-performing team environment where success is achieved collectively.
- **Accountable** | Demonstrates ownership and accountability by following through on commitments, addressing issues transparently, and consistently delivering work that meets the firm's high standards of excellence.
- **Continuous Learner** | Demonstrates curiosity and a commitment to continuous learning by embracing feedback, expanding technical expertise, and remaining current with legislative developments and transactional best practices.

Experience:

- Minimum of ten years of progressive experience in a paralegal role with at least 5 years experience as a Corporate Paralegal or in a similar transactional legal support role.
- Demonstrated experience supporting sophisticated corporate and commercial transactions, including mergers and acquisitions, financings, reorganizations and other complex transactional matters.
- Proven ability to independently coordinate and project manage multiple concurrent transactions from commencement through closing.
- Experience working in a high-volume private practice environment supporting multiple Partners and legal professionals on complex client mandates.
- Strong working knowledge of the Business Corporations Act (Alberta) and the Canada Business Corporations Act, with experience preparing associated corporate documentation and filings.
- Experience completing corporate registry filings and maintaining corporate records.
- High degree of proficiency using Microsoft Office Suite; experience with ALF and Aderant (or comparable legal practice management and corporate records software).
- Experience supporting transactions involving multiple Canadian jurisdictions; exposure to cross-border or U.S. transactions would be considered an asset; and
- Familiarity with the Alberta Societies Act would be considered an asset.

Education

- Successful completion of a recognized Paralegal or Legal Assistant diploma or equivalent combination of education and experience.
- CORES III accreditation
- Ongoing commitment to professional development and maintaining current knowledge of corporate law, transactional practice and legislative requirements.

DLA Piper Canada encourages all Applicants with disabilities to contact Humanis Executive Search if they require accommodation during the recruitment process. DLA Piper Canada will consult with the Applicant and provide, or arrange for the provision of, suitable accommodation in a manner that considers the Applicant's accessibility needs due to disability.