Intermediate Law Clerk

Overview

Blake, Cassels & Graydon LLP (Blakes), one of Canada's largest and most successful law firms, is currently looking for an Intermediate Law Clerk to join the Corporate Services department in the Calgary Office. The Intermediate Law Clerk is responsible for supporting the preparation and filing of corporate documents and maintaining accurate corporate records in accordance with firm and regulatory requirements. The ideal candidate will be personable, reliable, detail-orientated and able to manage deadlines and accurate records. We are looking for someone who is able to work independently and in a team environment.

Responsibilities

- Managing deadlines with independence and confidence in a pro-active manner.
- Preparing relevant corporate documents for incorporations, amendments, continuances, dissolutions, general and limited partnerships.
- Preparing extra-provincial registration, amendment, reinstatement and cancellation documents as well as annual returns for all Canadian jurisdictions.
- Preparing resolutions and other documentation for routine corporate maintenance (e.g., change of directors/officers, various share transactions, trade name registrations/cancellations).
- Preparing and filing notices and other required government forms under CORES (Levels 1 and 2).
- Onboarding minute books and maintaining accurate corporate profiles and records to ensure data integrity and consistency.
- Following up with clients, clerks and lawyers to obtain outstanding documentation.
- Assisting senior law clerks with administrative and clerical tasks as needed.
- Applying knowledge of corporate procedures and filing requirements to troubleshoot errors or delays in government submissions.

Education & Experience

- 5-7 years of Corporate Paralegal experience working in a Corporate Department within a law firm setting.
- Post-secondary education in a legal assistant or law clerk program required; a degree or diploma in a related field is considered an asset.
- Solid understanding of corporate legislation and appropriate procedures.

- CORES Level 2 accreditation or Alberta Corporate Registry accreditation.
- Experience with ALF or other corporate database.
- Proficiency in Microsoft Office applications (Word, Outlook, etc.)

Skills & Abilities

- Strong organization and time management skills; able to prioritize effectively in a deadline-driven environment.
- High attention to detail with a proactive and efficient approach to work.
- Ability to work independently and collaboratively in a dynamic team setting.
- Professional communication skills and a client-service mindset.
- Identifying routine issues regarding corporate documentation and proactively resolving them with minimal supervision.
- Exercising sound judgement in determining when to escalate more complex matters to senior team members or lawyers.

Other Relevant Application Information

Blakes welcomes applications from all qualified applicants. The Firm is committed to maintaining an inclusive work environment composed of people with diverse perspectives, backgrounds, identities and cultures. The Firm provides accommodation for applicants with disabilities and in respect of other protected grounds during the recruitment process in accordance with applicable laws. Please contact us to request accommodation.

While our experienced team will select and interview successful candidates, Blakes may use Artificial Intelligence (AI) to assist with shortlisting, screening, and evaluating applications.