

Legal Counsel (Corporate and Securities - One-Year Contract)

Location: Downtown Montreal

COMPANY

Our client is a large diversified international management and Canadian holding company. Listed on the stock exchange, they hold and manage an impressive portfolio of investments and have important subsidiaries in the US, Europe, Asia and Canada.

For our client, we are currently recruiting for a Legal Counsel, on a one-year contract basis.

ROLES AND RESPONSIBILITIES

- Provide support to the General Counsel and the Assistant General Counsel in their functions, including those related to compliance, as well as to the Legal department and corporate secretariat in general
- Prepare and review various contractual agreements
- Participate in transactions involving the Corporation
- Assist in the preparation of the Annual General Meeting, as well as quarterly Board and Committee meetings, and other recurring processes
- Assist in the preparation and review of the continuous disclosure documents, including the Annual Information Form and the Management Proxy Circular
- Participate in the drafting, implementation and periodic revision of the corporate policies and plans
- Identify and track regulatory developments and best practices in the area of compliance, securities law and corporate governance
- Perform research, undertake research analyses and draft projects and submissions on governance matters

QUALIFICATIONS

- 2-5 years of experience in corporate and/or securities law in a major law firm or in-house with a public company
- Must be qualified to practice law in the Province of Québec
- Perfectly bilingual (oral and written), with superior writing skills in English
- Strong ethics, professionalism, integrity, confidentiality and discretion
- Strong analytical skills, sound judgment and good business sense
- Reliable, efficient, proactive, organized, autonomous, disciplined, creative and detail oriented
- Strong interpersonal and communication skills, and a good team player
- Ability to manage stress during periods of intense activity

Please note that only candidates selected for interviews will be contacted.

CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:
Marie Wong: mwong@shoreassoc.com – 514-878-2624