

## PARALEGAL

---

**Company: Manufacturing and distribution in the sports field**

**Location: Montreal**

### SUMMARY

Reporting directly to the General Counsel, VP Legal Affairs & Acquisitions, the Paralegal will support the General Counsel and legal team members by performing a variety of corporate, commercial and administrative legal activities.

### ROLES AND RESPONSIBILITIES

- **Corporate Responsibilities.** Manage corporate records for various corporations in the group (annual filings in various states or provinces, corporate minutes, transfer of titles for vehicles, list of equipment to keep up to date government filings). Maintain the Company's numerous business and general contractor licenses in the US and Canada. Manage corporate vehicle fleet details, including, but not limited to, vehicle registrations, insurance certificates, vehicle titles, vehicle purchase documents and corporate authorizations. Keep up to date all corporate delegations of authority.
- **Contracts and legal writing.** Assist with the drafting, review and processing of project and supplier agreements and associated documents. This includes, but is not limited to: preparing files, drafting and reviewing project contracts, drafting of addenda, ordering of bonds, procuring insurance certificates, reviewing and processing change orders and issuing subcontracts, processing warranty documents, and coordinate document signatures. Update and maintain agreement status in contracts table and other contract databases. Communicate with customers and liaise with project management team, as required.
- **Litigation support.** Gather factual information necessary for trial preparation and support with the document collection processes, as required. Provide support to legal team members and to outside counsel with litigation matters.
- **Intellectual Property.** Coordinate the management of the Company's large trademark and patent portfolio with outside counsel; prepare, as required, cease and desist letters and perform trademark searches.
- **General legal files.** Support of various ongoing legal projects, legal documents and litigation files, as required. Ensure organization and proper follow-up of open legal matters.

### QUALIFICATIONS

- Technical Degree in Legal Studies – (3 year degree)
- 3-7 years of pertinent experience in a legal firm or corporate legal services
- Basic knowledge of contracts, legal terms, day-to-day operations of legal department and general legal principles, an asset;
- Experience in corporate law and corporate matters;
- Legal administration skills;
- Attention to details;
- Strong organizational skills;

- Ability to work independently and part of team and manage multiple task/files at one time. Flexible and supportive;
- Good writing and communication skills;
- Ability to prioritize and work under tight schedules;
- Ability to adapt to changing circumstances;
- Ability to maintain calm under pressure;
- Quick learner;
- Perfectly bilingual, spoken and written;
- Maintains strict confidentiality requirements;
- Proficiency in Microsoft Office (Word, Excel, Outlook); databases and ERP experience an asset.

***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