

DIRECTOR, LEGAL AFFAIRS

Company: Investment management firm

Location: Montreal

SUMMARY

Under the supervision of the Senior Vice President, Legal Affairs and Compliance, the incumbent will assist the Vice President in all activities of the Corporate Secretary's Office for all of the Company's legal entities and its funds, in providing advice and in preparing all legal documentation related to fund management.

ROLES AND RESPONSIBILITIES

- Assist the Vice President in her role as legal advisor on the various legal issues affecting the firm and make sure the required legal documentation complies with all legislation governing the firm;
- Negotiate, draft and revise portfolio management contracts and related documents;
- Draft and revise documentation relating to mutual funds (prospectus, information circular, fund facts, service agreement, management agreement, public offering, etc.);
- Draft or revise documentation relating to public companies (annual information form, information circular, etc.) and review the policies and procedures required to meet ongoing reporting requirements;
- Prepare or revise supporting documents for meetings of the Board of Directors and of committees, such as agendas, resolutions, minutes and all required reports;
- Prepare documentation for the independent review committees for the funds, pursuant to regulations 81-107, 81-102 and 81-106, such as agendas, resolutions and minutes, and revise the charters and the policies and procedures of the committees to meet specific requirements for each committee;
- Draft and revise various business agreements (e.g. account opening agreements with brokers, foreign exchange contracts, soft dollar contracts, securities lending agreements, trust agreements, various IT agreements, etc.);
- See to compliance with the requirements of securities regulatory authorities regarding legal documentation that must be maintained by a full-service portfolio advisor;
- Advise on and contribute to the development of the Compliance Department's policies and procedures;

QUALIFICATIONS

- Bachelor's degree in Law and member of the Barreau du Québec.
- Minimum of 5-8 years' experience in securities and corporate law;
- Bilingualism (English and French), spoken and written;
- Ability to work under pressure, independence, discipline, initiative;
- Excellent analysis and synthesis skills;
- Ability to write clearly and concisely;
- Knowledge of derivatives and completion of securities courses (an asset);
- Excellent knowledge of the Microsoft Office suite (advanced PowerPoint skills, Word, Excel, Outlook).

CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:

Michel Ohayon: mohayon@shoreassoc.com – 514-878-4777

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