

## PARALEGAL, CORPORATE LAW

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**Company :** International Quebec organization in growth

**Location :** Laval (hybrid)

### SUMMARY

Our client, a Quebec-based retail company with international scope, is looking to fill a position for a corporate and securities Paralegal to join their growing team. This is a good opportunity to work in a dynamic environment and on a very diversified selection of files.

### ROLES AND RESPONSIBILITIES

Under the supervision of the Head of Legal Affairs & Assistant Corporate Secretary and working in tandem with the entire corporate secretariat team, the ideal candidate will be responsible for the following:

#### Corporate Law

- Draft any resolution and corporate document required for the company and its subsidiaries, including and without limitation to, any document related to changes of directors / administrators, declarations of dividends, issuances and transfers of shares, incorporations, dissolutions and liquidations of companies, and any resolution in the context of commercial and corporate transactions.
- Draft any resolution and corporate documents required in connection with corporate reorganizations and other recurring step plans in collaboration with the tax team.
- Prepare annual declarations/reports, update declarations, documents related to extra-provincial registrations and all other corporate reports for the group, as well as assist, review and provide relevant corporate information for various reports, requests for permits and licenses and declarations prepared by other teams within the group.
- Carry out all tasks related to the production of resolutions of annual meetings for certain subsidiaries.
- Carry out timely updates of bank resolutions, certificates of office and signature specimens and ensure the exchange of information in this regard with stakeholders.
- Perform verifications and searches using certain public registers.
- Provide general administrative support to professionals.
- Administrative management of files, classification and updating computerized systems.

#### Securities

- Assist in the preparation of documents related to securities placements, continuous information (quarterly and annual), the buyback share program, private placement notices, etc.
- File documents via SEDAR, insider reports on SEDI and required reports and forms on the TSX platform within the prescribed deadlines.

- Assist in the preparation of documentation for grants and annual payments under long-term incentive plans.
- All other connected tasks, whether they be clerical or substantive, that offer support to the legal team when needed.

## QUALIFICATIONS

- Hold a Paralegal diploma or have equivalent training.
- A minimum of 3-5 years' experience as a Paralegal in corporate law, with experience in securities being an asset.
- Have knowledge of applicable corporate law and the desire to learn securities law.
- Proficiency in Thompson Reuters Legal Tracker software, an asset.
- Agility and the ability to learn new software systems.
- Bilingualism (in French and English).
- Have an excellent sense of priorities, organization, and planning, as well as the ability to manage several files simultaneously and work independently.
- Demonstrate strong verbal and written communication skills as well as an ease in interpersonal relationships.
- Ability to analyze and interpret complex legal documents.
- Demonstrate a strong teamwork ethic, also within multidisciplinary teams.
- Demonstrate great attention to detail and rigor while being efficient in a rapidly evolving work environment.
- Have initiative, and be resourceful, flexible, with a high degree of autonomy.

## CONTACT INFORMATION

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

Marie Wong: mwong@shoreassoc.com – 514-878-2624

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