

Boost Legal Support

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Corporate Paralegal – Cores 1

Description

Our client, an international law firm located in the downtown core, is offering an excellent opportunity to a corporate paralegal with Cores I certification.

If you are interested in using your skills to be part of a great team, please contact us at jobs@boostlegalsupport.com.

We look forward to meeting you.

Qualifications:

- Must be competent in Microsoft Word and Outlook;
- Comfortable handling and forwarding incoming mail;
- Communicate in a professional manner with lawyers, clients and other team members;
- Has exceptional organizational and communication skills with high attention to detail and accuracy;
- Has the ability to work within tight timelines and meet deadlines.

Legal Specific

- Graduated with a legal assistant diploma at an accredited school;
- A minimum of 1-2 years' experience working in a **Corporate Services Department**;
- **CORES Level I required**;
- Comfortable preparing and filing Alberta and Federal annual returns and annual resolution packages;
- Experience with the regular maintenance of corporations and filings;
- Preparing documentation and attending to CORES filings with Alberta Corporate Registry regarding changes of directors, head office, registered office, Trade Name registrations and updates;
- Conducting minute book reviews and preparing the necessary documents to bring minute books up to date.

We will be contacting all qualified candidates for an interview.

Hiring organization

Boost Legal Support

Employment Type

Full-time

Industry

Corporate

Job Location

Calgary

Date posted

November 22, 2019