

Experienced Securities Paralegal

Description

A downtown law firm is looking for an experienced Securities paralegal with a minimum of 5 years of experience.

If you are looking for a change and qualify, please send your resume to jobs@boostlegalsupport.com and reference this posting.

Responsibilities, Knowledge and Experience

- Communicates in a professional manner with lawyers, clients and other team members;
- Has strong organizational skills with high attention to detail and accuracy;
- The ability to work within tight timelines and meet deadlines;
- Must have advanced skills in Microsoft Word; formatting with styles, proper use of paragraph numbering, cross referencing, blacklining and track changes;
- Excellent organizational and follow up skills with the ability to keep track of important dates.

Legal Specific

- Have the ability to prepare securities documents with little instruction;
- Prepare, complete and manage securities filings.

Experience with:

- SEDAR/SEDl;
- Canadian Securities Exchange;
- TSX Securefile

Further details will be provided during the interview process.

We thank all applicants interested in this position; however, only qualified candidates will be contacted for an interview.

Hiring organization

Boost Legal Support

Employment Type

Full-time

Industry

Corporate

Job Location

Calgary

Date posted

January 23, 2023