

## Securities Paralegal

### Description

We have a Calgary law firm in the downtown core looking for a legal assistant and/or paralegal with at least 3 years of experience in securities law. This is an exciting position for someone willing to advance their career.

If you have experience and confidence performing the following, we would love to hear from you:

Prepare, complete and manage securities filings and related matters, including electronic filings made through the following systems:

- o SEDAR/SEDI
- o TSX Securefile
- o Canadian Securities Exchange
- o Corporations Canada

Prepare, complete and manage other paper-based securities filings, including filings with respect to:

- o Exempt distributions (e.g. Form 45-106F1)
- o Exemptive relief applications
- o TSXV filings

This position requires an individual who can perform the above traditional securities paralegal tasks with a strong client service focus, effective problem-solving skills and resourcefulness. If you are a confident, proactive, highly detail-oriented team player who possesses excellent organizational skills, this is the job for you!

Contact us to hear about the other interesting details that come along with this new opportunity.

### Hiring organization

Boost Legal Support

### Industry

Securities

### Job Location

Calgary

### Date posted

November 23, 2021