Intermediate/Senior Securities Paralegal

Hiring organization
Boost Legal Support

Industry
Securities

Job Location
Calgary

Date posted
March 3, 2022

Description

We have a Calgary law firm in the downtown core looking for a legal assistant and/or paralegal with at least 8 years of experience in securities law. This is an exciting position for someone willing to take on a leadership role.

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 BCSC eServices
o OSC's Electronic Filing Portal
o TSX Securefile
o Canadian Securities Exchange
o Corporations Canada
o CDS – CUSIP Applications
o CSA

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.