



## Why choose Stikeman Elliott

Join the ranks of Stikeman Elliott, one of the most distinguished and respected corporate law firms in Greater Montréal. The firm has been named one of the best employers in Canada every year since 2009. Stikeman Elliott is always seeking to recruit the best and the brightest. The Montréal office currently has an opening for a:

### Paralegal, Corporate Law

**Job description:** The successful candidate's main duties will be to support our corporate services.

**Immediate report:** The position reports to the Manager, Transactional and Corporate Services.

#### Key responsibilities:

- Prepare corporate documents and resolutions relating to the incorporation, organization, amendment of the articles, declaration of dividends, amalgamation, continuance and dissolution of corporations;
- Prepare the annual declarations and returns and the annual resolutions;
- Perform various corporate searches and prepare the required forms in connection with extra-provincial registration;
- Update the minute books, registers and the EnAct database;
- Participate in training junior paralegals.

#### Education and experience requirements:

- College diploma in paralegal technology or training considered equivalent;
- At least 5 years of experience in a similar position.

#### Qualifications:

- Bilingualism in French and English (oral and written);
- Ability to adapt to a dynamic environment;
- Team spirit and positive attitude;
- Professionalism, integrity and discretion;
- Autonomy, good judgment, organizational skills and attention to detail.

#### Salary and benefits:

- Enticing salary based on profile;
- Competitive annual salary increase;
- Full range of benefits;
- Office located in downtown Montréal, near public transportation.

If you wish to apply, please click [here](#).

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