

Stewart McKelvey is Atlantic Canada's largest full-service law firm with six offices across four provinces. We are leaders in providing the valued legal advice and innovative solutions clients need to solve their challenges now and in the future. By thinking forward, we guide our clients with a forward focus by solving their business challenges, avoiding future risks and identifying new opportunities. We lead clients and the practice of law forward.

The firm invests in its people, technology and its business to ensure the continued delivery of the quality service that clients have come to expect from the firm. Stewart McKelvey has earned a reputation as a leader in the profession and a supporter of the communities in which we live and work. Our forward thinking perspective results in outperforming expectations.

As a firm, we value diversity and are committed to providing a workplace that fosters a culture of awareness, appreciation and respect. It is our mission to promote diversity and inclusion throughout the firm, to support the diversity initiatives of our clients, and to encourage greater inclusion in our communities through sponsorships and support. It is our belief that diversity and inclusion enhances the delivery of legal services to our clients through the respected and valued input of diverse perspectives, ideas and experiences.

Stewart McKelvey requires the skills and talents of a broad range of staff to meet its objectives. We offer full-time permanent staff a challenging and progressive environment with a competitive compensation and group benefits package.

We are currently seeking a **Corporate Paralegal** to join our team based in our **Halifax, NS** office.

**Start Date:** September, 2021  
**Type of Position:** Full-Time, Permanent  
**Close Date:** October 3, 2021

### **Position Summary:**

Responsible for providing efficient, top quality corporate paralegal support under the supervision of lawyers in the firm's Business Department as part of a regional Corporate Services team.

### **Essential Duties and Responsibilities:**

- Performs or assists with work assignments including:
  - name searches and reservations
  - incorporation and organization of provincial and federal entities
  - amendment, continuance, amalgamation, dissolution and revival of provincial and federal entities
  - review and maintenance of corporate minute books
  - preparation of annual and other routine resolutions
  - extra-provincial registrations and amendments
  - limited partnership, general partnership and business name registrations and amendments
  - annual registrations for federal, provincial and extra-provincial corporations, limited partnership, general partnership and business name registrations
  - corporate searches, certificates of status and other public record searches

- Tracks billable and non-billable time in firm's finance database on a daily basis;
- Maintains corporate records database;
- Acts as liaison with Industry Canada, provincial corporate registry and other licensing authorities; and,
- Other duties as assigned.

**Candidate Profile:**

- Paralegal certificate or related experience;
- Previous experience in business law is an asset;
- Familiarity with the policies and procedures of Industry Canada and provincial corporate registry and understanding of federal and provincial corporate legislation; and,
- Familiarity with electronic database management is an asset.

**Interested Candidates:**

*For security purposes, applicants are asked to submit their resume, cover letter and any other accompanying application documents in **PDF format**.*

Interested candidates can [apply here](https://stewartmckelvey.com/career-opportunities/support-staff/). (Career Beacon- please link highlighted section to: <https://stewartmckelvey.com/career-opportunities/support-staff/>)

*We thank all applicants for their interest. However, only those selected for an interview will be contacted.*

*All candidates who are interviewed will be requested to complete a Predictive Index. Please note that any offer of employment will be conditional upon a satisfactory background check.*

*Stewart McKelvey is committed to providing an inclusive workplace. During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process, such as an interview or testing, and who require accommodation should discuss their needs with the Recruiter.*

*No agencies please.*