

## About Us

KRB Lawyers is the fastest-growing law firm in Canada, and one of the fastest growing companies nationally across all sectors in 2021 (*Globe & Mail, McLean's*). With attorneys in Montreal, Ottawa, Quebec City and BC, KRB specializes in all areas of business law, including M&A, Finance, Real Estate and Litigation. Our culture is energetic, sharp, and fast-paced. Excellence of character and execution are the cornerstone of the firm. To find out more, please contact [careers@krblaw.ca](mailto:careers@krblaw.ca).

## Role

We are looking for a **Paralegal** to join the M&A and Corporate law practice of our Montréal office. Reporting to the partner in charge of the Corporate Services Group, you will be primarily responsible for handling the various corporate and transactional aspects of our clients' business dealings. You will also be working closely with our lawyers and interacting with the firm's clients on a regular basis.

## Primary Responsibilities

- Prepare documentation relating to incorporations, organizations, amendments, dissolutions, continuances, share capital, extraprovincial registrations, rollovers, reorganizations, and other corporate transactions, including due diligence related to mergers and acquisitions
- Conduct due diligence on minutes books and make the required regularizations
- Participate in monitoring good corporate governance practices
- Draft annual corporate resolutions and maintain the company's corporate records, including federal, provincial, and non-provincial returns
- Manage physical and virtual files and monitor their progress
- Participate in various projects

## Qualifications

- DCS in paralegal technology or equivalent diploma
- At least five (5) years of relevant experience in corporate law
- Excellent oral and writing skills in French and English
- Demonstrated ability to communicate in a professional manner with clients, lawyers and team members
- Aptitude for multi-tasking and ability to work effectively in a team environment
- Excellent time-management and organizational skills
- Meticulous and detail-oriented
- Proficient in Microsoft Office Suite (particularly Outlook, Word and Excel)
- Experience with CorpLink not required, but an asset

To apply, please email your resumé in complete confidence at [careers@KRBlaw.ca](mailto:careers@KRBlaw.ca). We thank all applicants for their interest. Only candidates under consideration will be contacted.

KRB is an equal opportunity employer and is committed to providing a diverse and inclusive work environment. To learn more about KRB, please visit [www.krblaw.ca](http://www.krblaw.ca).