

# Paralegal

We are hiring an experienced Paralegal for our client based in Mississauga, Ontario. The Paralegal will report to Counsel, solve unique problems and provide assistance to Corporate Legal and internal clients on matters pertaining to regulatory, compliance, contractual and other issues. The Paralegal will lead projects and teams needed to accomplish legal objectives for the business and will also maintain and administer paper and electronic files in order to meet the company's requirements.

## Summary

- Publication: PUB217478
- Market: Oil, Gas & Mining
- Branche: Oil & Gas
- Area of expertise: Project Management & Services
- Hours per week: 40
- Education level: Professional Bachelor
- Closing date: Thursday, June 27, 2019

## Job description

- Manages and leads document preparation and retention of legal documents including resolutions, special projects such as acquisition and merger related activities, and other organizational and governance documents.
- Provides legal assistance to the Legal Department lawyers and acts as a liaison between the company and outside counsel, third parties, and in-house employees in addition to working with company employees on cross-functional special projects and initiatives.
- Reviews, prepares, administers and maintains accurate and up-to-date information, systems, reports and other related documents (agreements, contracts and legal memoranda) in the corporate database for government and other reporting obligations and internal business purposes to ensure compliance and reflect current legal relationships.
- Codes, approves for payment, obtains signatures, and ensures accurate payment of all legal fees for domestic and foreign legal entities
- Performs legal and factual research. Provides executive administrative support including meeting and travel coordination, expense reports, handling of incoming mail etc. to the legal department and individual lawyers.
- Organizes project files and calendaring, and tracks, contract expiration dates, filing deadlines and metrics
- Monitors and maintains company intellectual property portfolio and assists in filing patent, trademark, and copyright applications
- May include some or all of the following depending upon assignment:
- Provides specialized paralegal support (e.g. securities filing or contract administration)
- Maintains corporate minute books
- Reviews and monitors new and updated laws and regulations in relevant fields of law
- Interviews internal and external clients and counterparties to gather background information needed for contract review and preparation
- Special assignments or tasks assigned to the employee by their supervisor, as determined from time to time in their sole and complete discretion.

## **About you**

- A minimum of a Bachelor's Degree
- Licensure through the Law Society of Ontario
- A minimum of 8 years of paralegal experience handling unique and complex

situations, transactions and documents

- Must have proven history working with and directing outside counsel

### **What we offer**

Why work with Brunel? We are proud to offer exciting career opportunities from over 100 offices globally in 42 countries. Advancing your career takes time and effort – let us match you to your ideal position.

### **Feel free to contact**

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