

Pushor Mitchell Legal Assistant – Corporate/ Securities

Who we are:

Pushor Mitchell LLP is a full-service law firm located in Kelowna, British Columbia. We are the largest firm outside the lower mainland, with a team of some of the region's most skilled and talented legal professionals, including more than 35 lawyers and over 100 staff. Providing advice and legal services across a diverse range of practice areas, our firm delivers relationship-driven legal excellence for all our clients' needs. Our core values include our commitment to our community, and we proudly support a number of charitable, cultural, and professional organizations throughout the Okanagan. We recognize that it is our committed and capable team that enables us to provide exceptional service to our clients and makes Pushor Mitchell LLP the highly regarded firm that it is today.

Who you are:

You're a skilled professional who values excellent client service and you pride yourself on delivering high-quality work. You thrive in a collaborative environment and are continually seeking to learn and grow. You enjoy working with a team of dedicated professionals who share the common goal of making a positive contribution to our community.

Job Purpose:

Reporting to the Supervising Lawyer, the Corporate/Securities Legal Assistant is responsible for day-to-day corporate transaction matters including but not limited to processing, updating minute books, completing basic corporate documentation, incorporations and performing online filings. Be a point of contact for clients and lawyers on file progress as well as general administrative duties as required.

Key Responsibilities:

- Assisting lawyers in the preparation of documentation related to exempt distribution reports, continuous disclosure, directors' resolutions, private placements, billing, receipt and release of funds.
- SEDAR+ & SEDI filings for reporting companies.
- Coordinating filings with the Toronto Stock Exchange, the TSX Venture Exchange and the CSE.
- Processing change of directors, share issuances, transfers, repurchases and redemptions, drafting resolutions and performing online filings via Appara, and BC Online.
- Working closely with other legal assistants, paralegals, lawyers and clients on file progress, you would also be preparing, sending and following up on all corporate client accounts and tasks.
- Working independently in all aspects of basic and professional incorporations, amalgamations, extra-provincial registrations, continuations and all other corporate matters.

- Creating and maintaining corporate minute books, all types of dividends and all related annual maintenance
- Due diligence review of corporate records and preparation of related documentation
- Familiarity with continuous disclosure requirements for public companies.
- Assisting with private and public company financings, including, preparation of applicable regulatory filings for securities commissions and stock exchanges, applying for CUSIPs, reviewing subscription agreements, drafting treasury orders, reports of exempt distribution, warrants and coordinating closings with brokerage houses and clients.
- CPC, qualifying transactions, CUSIP/ISIN applications and AGM's

Requirements:

- A Paralegal or Legal Assistant diploma, or a combination of relevant skills and experience is required
- 4+ years experience in corporate/commercial, with some experience in corporate securities
- Proficiency with SEDAR software and online websites related to SEDI and exempt distribution filings
- Knowledge of MS Excel, Word, and Outlook products
- Knowledge of Aderant accounting software
- Ability to multi-task and frequently organize workload
- Strong attention to detail and ability to work with confidential information
- Excellent verbal and written communication skills
- Experience with a document management system is an asset

Job Type:

Full Time (in-office location)

Salary:

\$65,000 - \$80,000 annually dependent on experience level.

Location:

In-Office, Kelowna, BC

Please send your resume to recruitment@pushormitchell.com

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