



Leading the way in Canadian business law

As an industry-leading law firm, we are always looking for talented, hardworking and creative individuals to join our team. Review our current job opportunity below to find out how you can play an important role in our success.

Job description

Paralegal - Corporate Services

Osler has an exciting opportunity for Paralegals who are at the beginning of their career and wish to join our Montréal Corporate Services Department. As a member of the team, you will play a key role in managing the Québec Extra-Provincial Corporate Registrations of our clients. As an expansion to our corporate services team, this is an excellent opportunity for a paralegal with less than 5 years of experience who is looking for a new challenge in corporate law within a growing team.

What You'll Do

You will be working closely with lawyers, other paralegals from the Montréal team as well as the paralegals in our other offices and legal administrative assistants to deliver quality legal services to our clients. Initially, you will be involved mostly with the following legal tasks, including:

- Assisting with the maintenance of 1,000+ corporations and partnerships' Québec registrations, including the preparation and filing of declarations and other forms with the *Registraire des entreprises du Québec*.
- Conducting corporate searches and preparing corporate history reports.
- Requesting Certificates of Attestation and Compliance.
- Requesting copies of legal documents.
- Assisting, from time to time, with various other extra-provincial/territorial registrations.
- Assisting with tax registrations.
- Handling client inquiries and various other day to day corporate related tasks.

What You Bring

You are a team player with a flexible and positive attitude, have the ability to establish priorities and can work well under pressure. In addition, this position requires an individual with excellent organizational, communication and written skills in both French and English. You embrace evolving technology and have strong computer skills. Prior experience in corporate is not required, but would be considered an asset.

Osler Offers You

Paralegals play a vital role on our team. At Osler, we thrive on collaboration and know that working together means we can offer more creative and innovative solutions to our clients, which include the country's most prominent corporate leaders as well as U.S. and international companies with interests in Canada.

Our firm members are passionate about teamwork, love creative problem solving and are dedicated to helping our clients succeed.

We are a firm that values and promotes diversity, and provides equal opportunity and accessibility to all legal professionals and staff. We are also deeply passionate about giving back and support a variety of social and community initiatives.

At Osler, we encourage employee growth and development and provide the necessary resources and support for our employees to grow their careers within our organization.

Let's get started

If you are ready to take your next career step with us, we want to hear from you.

Please email your complete application (cover letter and résumé) to:
rhmtl@osler.com.