

SWEIBEL NOVEK S.E.N.C.R.L. - L.L.P.
Barristers & Solicitors - Avocats

PARALEGAL – CORPORATE LAW

Sweibel Novek is a boutique law firm specializing in taxation law. We offer our clients tax planning, tax litigation, succession planning, corporate and commercial law, and family office services to our clients. Our offices are situated in the heart of downtown Montreal, in the Golden Square Mile, in a unique and discreet setting.

We are currently searching for Corporate Paralegals to join our dynamic corporate law services team. Our paralegals are called upon to work in collaboration with our lawyers on various corporate law matters including mergers and acquisitions, financing transactions and internal reorganizations. Corporate documentation for incorporations, amalgamations, wind-ups & dissolutions as well as for the formation of trusts and partnerships will be part of your responsibilities.

You will also be called upon to:

- Manage minute books (both physical and virtual)
- Perform online searches (Corporations Canada, REQ, RDPRM, Land Registry Office)
- Manage corporate law filings and ensure timely filing of annual declarations

SKILLS & QUALIFICATIONS:

- Ability to work autonomously, strong sense of responsibility, reliable;
- Excellent organizational skills, ability to meet deadlines, ability to work under pressure;
- Detail oriented problem solver, with a great sense of team spirit;
- Formal corporate paralegal training or pertinent work experience
- Bilingual (command of the English language required to service our anglophone clientele)
- Excellent computer skills and mastery of the following software:
 - Microsoft Office Suite (Word, Excel, Outlook)
 - Adobe
 - EnAct

TARGET START DATE: as soon as possible (open until early 2022)

Our firm offers a unique work environment, a hybrid working policy, and competitive compensation packages.

Send us your application in confidence. Only candidates chosen for an interview will be contacted.

SWEIBEL NOVEK S.E.N.C.R.L.
Barristers & Solicitors • Avocats
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Thank you for your interest in our firm.