



JOB POSTING

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Position:

Securities Legal Assistant

Reports To:

Securities Lawyer

Essential Duties and Responsibilities:

- Prepare and send emails with required attachments
- Transcribe minutes for various boards
- Organize and file all SEDAR documents
- Prepare and mail all invoices as instructed
- Complete revisions on all documents and prepare resolutions, transfer registers, directors and officers registers
- Keep all minute books updated
- Open and close client and matter files in accounting system and maintain accuracy of all data relating to such files
- Enter lawyer time into accounting system and maintain accuracy of time transactions and related data
- Other duties as assigned

Competencies:

- Ability to multi-task while working under tight deadlines
- Effective communicator and professional

Education/Experience:

- Legal Assistant Diploma from an accredited institution
- A minimum of three years experience in a law firm with at least one year experience in Securities /Corporate Commercial work
- Exposure to SEDAR and SEDI a definite asset

Application Deadline:

February 3, 2012

Interested applicants should forward resume to:

Mary Tosine
Director of Human Resources
mtosine@bdplaw.com