



Junior Corporate Records Clerk

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife, who is known for its practical, strategic, approach to legal and business problems. The firm is recognized and respected by its peers in legal and business publications and was recently named one of BC's Top Employers for 2021. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is seeking a Junior Corporate Records Clerk to join our Calgary office. The successful candidate is an enthusiastic, hardworking individual who would like to work in our Corporate Services Department. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

Standard Responsibilities

- Annual Maintenance for entities in all jurisdictions (Alberta, Federal, Extra Provincial Registrations, Out-of-Province registrations)
- Online searches
- Transferring records (incoming and outgoing)
- General corporate records work (forwarding mail, ordering documents, scanning and updating information)
- Updating information in ALF database

Qualifications

- Corporate Registry System (CORES) level 1 training
- Previous experience in a similar role within the legal industry
- Knowledge of ALF corporate records database would be an asset
- Strong computer skills
- Able to organize and prioritize workload in a busy work environment
- Ability to work both independently and in a team orientated environment
- Exceptional interpersonal skills
- Detail oriented and strong organizational skills
- Dependable and punctual team player
- Strong verbal and written English communication skills



Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits** (50% covered by the employer): extended health, dental, vision, out of country, life, ad&d
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end bonuses and an employee referral bonus program
- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- Flexible work hours
- **Awards:** long term service (bonuses & extra vacation)

If you are interested in becoming part of our dynamic environment and would like to apply for this position, please submit your resume with a covering letter to the attention of **Linda Kilkenny, Human Resources Advisor** at lkilkenny@lawsonlundell.com.

What to expect

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level
- A commitment to providing a discrimination-free and harassment-free workplace environment

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.