



Title:	Paralegal – One year maternity leave contract
Description:	Corporate Commercial Paralegal
Practice Group:	Corporate Commercial Practice Group
Location:	1200 - 925 West Georgia Street, Vancouver, BC V6C 3L2
Contact:	Stephen Hinds, Director, Human Resources

Founded in 1982, Singleton Urquhart Reynolds Vogel LLP is recognized as a leader in construction and infrastructure, insurance, corporate commercial, commercial real estate and business law.

With almost 60 lawyers and operating on a national platform, Singleton Reynolds is positioned as a best-in-class law firm offering legal services in the following practice areas:

- Construction and Infrastructure Law
- Corporate Commercial
- Commercial Litigation
- Commercial Real Estate
- Wills & Estates
- Immigration
- Insurance Defense
- Professional Liability
- Entertainment Law
- Workplace Law
- ADR



## **THE ROLE OVERVIEW**

Singleton Reynolds is seeking an experienced Corporate Commercial Paralegal to join our collegial, supportive and dynamic team for a maternity leave position. The ideal candidate is a highly motivated, intermediate legal professional that thrives on work that is both interesting and complex within a solicitor's practice. The incumbent will be responsible for assisting the corporate commercial practice group in all aspects of its busy practice including assisting with mergers and acquisitions, ensuring documents are compliant with applicable legislation, organizing small transactions and overseeing the execution of all documents and performs due diligence where necessary.

## **THE ROLE**

- Assists with incorporations and management/maintenance of corporate clients and any changes.
- Prepares documentation related to incorporation, amalgamation, extra-provincial registration, re-organizations, acquisitions, continuation, estate freezes, formation of partnerships, dissolution, etc.
- Ensures documents comply with the applicable legislation (e.g. BCBCA, CBCA) and resolves any deficiencies.
- Ensures all key details from minute books are entered into the corporate database, in accordance with corporate department procedures.
- Prepares documents with and without firm precedents according to instructions and information provided by the Supervising Lawyer and information gathered through own research (examples include resolutions, minutes, and correspondence).

## **KEY QUALIFICATIONS and EXPERIENCE**

- Paralegal Diploma/Certificate plus a minimum of 3-5 years' experience as a Corporate Services Paralegal or an equivalent combination of training, education, and experience.

## **SKILLS & ATTRIBUTES:**

- Working knowledge of laws/legislation relevant to the practice area, including British Columbia Business Corporations Act (BCBCA), Canada Business Corporations Act (CBCA), Income Tax Act (Canada); and other relevant business organization statutes, legal terminology, forms and documents related to the corporate practice area.
- Understanding of legal procedures and practices involved in drafting, processing and filing a variety of legal documents.

- Solid understanding of applicable legal references and their content.
- Advanced vocabulary, spelling, and grammar; excellent verbal and written communication skills with ability to communicate clearly using discretion, tact, and courtesy.
- Proficiency with computer programs including advanced MS Word, Excel, Corporate Records software and other relevant programs.
- Knowledge and proficiency in ALF.
- Ability to prioritize and organize work, and manage multiple tasks ensuring deadlines are met.
- Ability to take initiative, work independently, and exercise judgement.
- Willingness to learn and accept challenges with dedication to providing quality services.
- Flexibility to work extra hours when required.

#### **KEY COMPENSATION**

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer a fitness subsidy, an annual education/tuition allowance, and ongoing continuing educational "Lunch & Learn" seminars.

#### **KEY CONTACT**

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP  
Attention: Human Resources  
925 West Georgia Street, Suite 1200  
Vancouver, BC  
V6C 3L2

Email: [jobs@singleton.com](mailto:jobs@singleton.com)

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.