



Bryan & Company is a pre-eminent Western Canadian law firm dedicated to delivering a high level of legal service and acting as trusted advisors to our clients. We support our clients in achieving their goals by being practical, efficient, and responsive. We focus on the interplay that exists between business and legal disciplines in creating effective solutions for our clients.

Bryan & Company is a valued member of Ally Law, a global service network of 70+ independent law firms that help provide localized business intelligence and a global reach. Member firms are extended an invitation only after strict vetting and are continuously evaluated against rigorous service standards. Our membership with Ally Law is a testament to the quality of legal service we provide.

As we approach our centennial anniversary, the Firm is guided by a five-year strategic plan rooted in investing in talent, curating a compelling client roster, and optimizing process and tools.

## Corporate Paralegal

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Our firm is looking to hire a full-time intermediate level corporate paralegal who enjoys working in a busy and challenging work environment to join our corporate team.

The successful candidate should have a positive attitude, strong work ethic, be collaborative, professional and enjoy working in a team environment. We invite someone with excellent verbal and written communication skills, together with a solid understanding of corporate law and the appropriate procedures that may apply.

➤ **Reports To:** HR Manager/Legal Team

➤ **Location:** Edmonton, AB

## Responsibilities

- Drafting resolutions and supporting documents for various corporate transactions
- Attending to corporate filings for Alberta and other jurisdictions
- Registration and processing of incorporations, continuances, revivals, extra-provincial registrations and reinstatements, bankruptcy and receiverships, dissolutions, name changes, business names, limited partnerships and attending to required registration corrections
- Update of corporate records and maintaining minute books
- Annual minutes and filing annual returns, as may be required
- Responding to daily inquiries from lawyers, legal assistants, and clients



### Built for Better Law

We understand the intersection between your business and the law.

Our team thrives on delivering practical results that exceed expectations and add value to our clients.



### Built for Authenticity

Rooted in respect, our inclusive ethos celebrates authenticity.

Through teamwork, trust, and collaboration, we build genuine connections, both inside and outside our walls.



### Built with the Future in Mind

We are purposeful in what we do. Our approach challenges norms to optimize outcomes for our clients, our people, and our firm's legacy. We are driven by initiative, entrepreneurship, and excellence.

## Competencies

- Entrepreneurial Spirit | Proactively seeks opportunities for process improvements and cost savings. Demonstrates creativity and resourcefulness in problem-solving.
- Team Collaboration | Fosters a collaborative and inclusive work environment, promoting open communication and idea-sharing. Builds strong relationships based on trust, respect, and mutual support. Actively contributes to team success and celebrates collective achievements.
- Fun and Engagement | Contributes to a positive and enjoyable workplace by fostering a sense of camaraderie.
- Pride in Work | Takes ownership of responsibilities and consistently delivers high-quality results. Demonstrates dedication and commitment to upholding the company's reputation and ethos. Celebrates individual and team accomplishments with a sense of pride and fulfillment.
- Authenticity | Embraces individuality and brings an authentic self to the workplace. Values diversity and inclusion, fostering an environment where everyone feels respected. Builds trust through honest communication and transparent leadership.
- Forward-Looking Vision | Embraces a forward-looking approach and anticipates the needs of colleagues and team members. Anticipates future trends and challenges. Encourages a culture of continuous learning and growth.
- Adaptability | Thrives in a fast-paced and dynamic environment, remaining flexible and resilient in the face of change. Demonstrates agility in adjusting priorities to meet business needs. Encourages a mindset of experimentation and learning to drive continuous improvement.

## Our Ethos

**We are entrepreneurial. We are a team. We encourage fun. We are proud. We are ourselves. We are forward-looking. We are adaptable.**

## Education & Experience

- Completion of a post-secondary Legal Assistant or Paralegal diploma
- Minimum CORES Level 1 and Level 2 accreditation.
- 3 - 5 years law office experience
- Strong understanding of corporate legislation
- Maintaining corporate database; ALF is preferred
- High level of accuracy and strong attention to detail
- Organized with exceptional time management
- Excellent verbal and written communication skills
- Proficiency with MS Word and Outlook
- Able to resolve daily challenges, such as prioritizing own work based on volume and urgency, and managing various deadlines
- Able to work independently and be proactive.
- Flexible team player who is client service orientated.

License:

- CORES I (Required)
- CORES II (Required)

If you are interested in applying for this position, please email a copy of your resume and cover letter in PDF format to [bcrecruiters@bryanco.com](mailto:bcrecruiters@bryanco.com). If you have any questions, please call 780-420-4749.



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