



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

Our firm is looking to hire a full-time senior 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 are looking for 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:** Head of the Corporate Department and Human Resources

➤ **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

## Competencies

- **Entrepreneurial Spirit:** We value individuals who embrace innovation, take initiative, and demonstrate a proactive approach to problem-solving. As a Student, you should have the drive to explore creative solutions and seize opportunities to contribute to our firm's success.
- **Team Collaboration:** Our success is built on teamwork. Students are expected to collaborate effectively with colleagues, sharing knowledge, and supporting one another to deliver outstanding results for our clients.
- **Fun and Positivity:** We believe in fostering a positive and enjoyable work environment. Students who bring a sense of fun, enthusiasm, and optimism contribute to a more vibrant workplace for everyone.
- **Pride in Excellence:** We take pride in our work and strive for excellence in all that we do. As a Student, you should have a commitment to delivering a high-quality work product and a dedication to upholding our firm's reputation.
- **Authenticity:** We encourage individuals to be themselves. We value authenticity, diversity, and inclusion, recognizing that our differences strengthen our team. Students should feel empowered to bring their unique perspectives to the table.
- **Forward-Thinking:** Our firm embraces a forward-looking approach to the practice of law. Students are encouraged to stay current with legal developments and explore new strategies.
- **Adaptability:** The legal landscape is constantly evolving, and adaptability is key. Students who can quickly adjust to changing circumstances, learn from experiences, and embrace new challenges contribute to our firm's resilience and growth.

## Education & Experience

- Completion of a post-secondary Legal Assistant or Paralegal diploma
- Minimum CORES Level 3 accreditation.
- 8+ years of corporate paralegal 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 oriented.
- License:
  - CORES I (Required)
  - CORES II (Required)
  - CORES III (Required)

If you are interested in applying for this position, please email a copy of your resume and cover letter in PDF format to [hr@bryanco.com](mailto:hr@bryanco.com). If you have any questions, please call 587-756-4301.



**Bryan &  
company** LLP