

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 Administrative Assistant

The Corporate Assistant will be responsible for providing administrative and corporate services to the CD and firm members. The Corporate Assistant will be required to work independently with minimal supervision and collaborate working within a team environment. The individual will be required to have solid communication skills (verbal and written), demonstrate a high level of attention to detail, and produce a quality product, while meeting strict deadlines. Experience and exposure to all Cores Level I filings will be provided, with the expectation that the individual will achieve the accreditation to conduct Corporate Registry filings independently.

➤ **Reports To:** Head of the Corporate Department and Human Resources

➤ **Location:** Edmonton, AB

Responsibilities

- Administrative support within the Corporate Department and handling of appropriate requests and inquiries from lawyers, legal assistants, agents and clients
- Incoming document processing and filing (as applicable) to maintain accurate records
- Organization and coordination of incoming daily mail; handling email requests for various searches and/or updates; document preparation (Registers/Ledgers) and uploading to VMB; update and maintenance of accurate corporate records in database (Alf)
- Providing ongoing assistance and support with various inquiries for corporate information and/or documentation by lawyers and legal assistants
- Preparation of annual return packages (filings and minutes), as may be required for coverage in absences or in support of corporate transactions (anticipated)
- Drafting and generating resolutions and supporting documents for share transfers, director and officer changes, and declaring of various dividends
- Processing corrections and/or updates for corporations and extra-provincial corporations, including changes to directors, shareholders, registered address/head office address, agent for service and annual returns - Cores Level 1
- Registrations and filings as required for trade names, partnerships and limited liability partnerships (amendments/cancellations/dissolutions) – Cores Level 1

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.

Education & Experience

- Diploma or certificate in accredited post-secondary program
- Minimum 1 to 2 years' experience in a law firm environment, Corporate Department preferred
- Experience working with corporate database; ALF
- Cores Level I accreditation or more

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. If you have any questions, please call 587-756-4301.



**Bryan &
company** LLP