

Law Clerk – Corporate/Commercial – Intermediate Level 5-10 years

Byron Street Legal is looking for an intermediate level Corporate / Commercial Law Clerk. Based in Whitby, Byron Street Legal works on the premise that with hard work comes equal rewards, and one of those rewards is the opportunity to work in the community in which we live.

A small but efficient team, Byron Street Legal serves clients in corporate/commercial, wills & estates and real estate transactions.

Roles and Responsibilities

- Conducting corporate searches and updating corporate filings
- Handling corporate transaction closings
- Preparing corporate resolutions and transactional documents (e.g., asset/share purchases)
- Assisting with general administrative tasks
- Providing support to lawyers and staff

Key Skills & Qualifications

- **Leadership abilities** to guide and support a team effectively
- Ability to work **independently** while following instructions and taking ownership of assigned tasks
- Strong experience in **Corporate** law
- **Commercial** and **Real Estate** law experience an asset
- High **attention to detail**
- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Excellent **organizational and time management skills**
- Professional demeanour and ability to multitask effectively

Please send a cover letter and resume with salary expectations to the attention of Marilyn Short at mshort@byronstreetlegal.ca. We thank all candidates for their interest; qualified candidates will be contacted for a follow up discussion.