



B T M   L A W Y E R S   L L P

### **Corporate Paralegal**

BTM Lawyers LLP is an award-winning full-service law firm providing the highest level of legal services in a practical, approachable, and professional manner. We represent a wide variety of individuals and businesses from across Canada, with a particular focus on the Tri-Cities and surrounding communities.

We are currently looking for a Paralegal to join our growing Corporate Department. This is an exciting opportunity for a motivated and detail-oriented Legal Administrative Assistant or Paralegal with solid experience in corporate and commercial law. The ideal candidate is a dedicated professional who takes pride in delivering high-quality work and outstanding client service. They thrive in a collaborative, supportive environment and enjoy handling a diverse range of corporate legal matters.

#### **Job Responsibilities**

- Asset and share purchases and sales
- Corporate reorganizations/rollovers/tax driven transactions, including trusts
- Shareholder and partnership agreements
- Leases and various commercial agreements
- Incorporations, continuations, amalgamations, dissolutions, and restorations
- Mentorship for junior staff and junior lawyers
- Client contact and day-to-day corporate matters
- Assisting with general office duties when required

#### **Qualifications**

- 8+ years of experience as a Corporate Legal Administrative Assistant or Corporate Paralegal in a Law Firm
- Working towards or completion of a Paralegal Certificate/Diploma/Degree
- Knowledge of relevant legal procedures, statutes, and regulations
- Excellent interpersonal and communication skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Ability to manage multiple time-sensitive projects concurrently

#### **Why Us**

We offer a collegial, inclusive, team-oriented working environment with an excellent team of staff and lawyers. We have accessible modern office space in a prime location with great amenities nearby. We utilize modern technology and have a flexible remote work policy, while encouraging in-office collaboration. We offer a competitive salary and benefits with opportunities for advancement.

#### **Compensation**

Our salary range for this position is \$70,000+ (based on experience). We also offer a comprehensive benefits package including extended health, dental coverage, and a health spending account.

#### **To Apply**

Please send a cover letter and resume to Stephanie Lintunen: [slintunen@btmlawyers.com](mailto:slintunen@btmlawyers.com)

*We thank all applicants for their interest, but only those who are invited to interview will be contacted.*

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