



Corporate Law Clerk

Dooley Lucenti is seeking a full time Corporate Law Clerk to join our team!

The successful candidate will be responsible for organizing and managing all of the Firm's Corporate Law matters, alongside and working closely with one of the Partners.

The ideal candidate must have experience:

- Preparing and drafting documents for incorporations/organizations, lease agreements, share sale/purchase transactions, asset sale/purchase transactions, amalgamations and dissolutions
- Prepare annual resolutions and Shareholder's Agreements
- Perform name searches and other due diligence searches
- Organize, maintain and update Corporate Minute Books
- Manage all incoming mail, emails and faxes
- Working knowledge of PC Law, FastCo, ESC and Cyberbahn
- Other administrative tasks, as needed

The candidate must have strong working knowledge of the *Ontario and Canada Business Corporations Act*. In addition, should possess strong organizational and writing skills, excellent communication skills, the ability to multi task and has great attention to detail. The candidate must be able to handle a fast pace work environment.

Minimum of 3-5 years' experience in a Corporate Law practice, with little to no supervision is strongly recommended. Experience in Commercial Real Estate is definitely an asset, but not a requirement.

Interested candidates are asked to submit their cover letter and resume to Debbie Galbo at dgalbo@dllaw.ca.

Dooley Lucenti PC

Daniel Dooley, B.A.A., LL.B., LL.M., C.S.*
Sabrina A. Lucenti, B.A. (Hons.), J.D.
Scott R. Fairley, B.A., M.A., LL.B.
Eric O. Gionet, B.A., LL.B.
David M. Lucenti, B.A., J.D.

Drew R. Sinclair, B.A.Sc., LL.B.
Jason M. Botelho, B.A., M.A., J.D.
Samantha Cain, B.A., LL.B.
Emily J. Pinckard, B.Soc.Sci. (Hons), LL.B., LL.M.
Saly Botelho, B.A., LL.B.

Tanya Taylor (Paralegal)
Hon. Robert N. Weekes, B.A., LL.B., Counsel
Gerald E. Norman, B.A., LL.B., Counsel
Kim S. Kieller, B.A., LL.B., Counsel

*Certified by the Law Society of Upper Canada as a Specialist in Civil Litigation