

CORPORATE PARAPROFESSIONAL REGINA

Meaningful Advice
and Advocacy -
your success is our
mission.

ABOUT YOU

Are you a detail-oriented, confident and self-motivated individual who thrives in a busy, fast-paced environment? Do you have a proven track record of effectively supporting teams and lawyers? Do you share McKercher LLP's core values? If you answered 'yes' and are looking for an exciting opportunity to join one of the largest law firms in Saskatchewan, we want to hear from you!

THE OPPORTUNITY

We are recruiting a full-time Corporate Paraprofessional in our Regina office. We will train the right candidate, but preference will be given to those with a minimum of 5 years of experience as a legal assistant, focusing on Corporate Law.

REQUIREMENTS

- Experience working with the ISC platform for Saskatchewan Corporate Registry and Land Titles Registry
- Knowledge and experience with incorporations, business name registrations, extra-provincial registrations, limited partnership registrations, amalgamations, dissolutions and submissions of the same with Saskatchewan Corporate Registry and Corporations Canada
- Proficient in drafting, editing and reviewing complex legal agreements and documents.
- Experience with responding to client inquiries over the phone and through email
- Knowledge of legal rules and Business Acts of procedure to ensure compliance
- Knowledge of the SEDI website and SEDAR platform is considered an asset
- Proficient in Adobe and Microsoft Office Suite package, including Word, Excel and Outlook

Any offer of employment may be conditional upon a full background check, including a criminal record check, a credit check and employment and educational verification. A reference check will also be conducted.

EMAIL: careers@mckercher.ca - Please indicate the position you are applying for in your cover letter.

THIS POSITION WILL REMAIN OPEN UNTIL FILLED

WE VALUE

INTEGRITY & EXCELLENCE

We hold ourselves to the highest standards.

RESPECT & COLLABORATION

We work together for optimal outcomes, embracing creativity and diversity.

DEDICATION

We prioritize the success and well-being of our clients, team, and communities.

WHY CHOOSE US?

With offices in Regina and Saskatoon, McKercher LLP is one of Saskatchewan's top-ranked firms. We are an equal-opportunity employer and foster an inclusive, equitable, and accessible environment. We provide a competitive salary, a comprehensive benefits package and a rewarding work environment.

mckercher.ca

SASKATOON

374 Third Avenue South
Saskatoon, SK S7K 1M5
(306) 653-2000 F (306) 653-2669

REGINA

800 - 1801 Hamilton Street
Regina, SK S4P 4B4
(306) 565-6500 F (306) 565-6565



We acknowledge that we are living and working from Treaty Lands, the traditional lands of First Nations People and homeland of the Métis. We are committed to moving forward in a respectful way in the spirit of reconciliation.