

Fasken Martineau is a leading international business law and litigation firm. With over 675 lawyers, we have offices in Vancouver, Calgary, Toronto, Ottawa, Montréal, Québec City, London, Paris and Johannesburg. We provide strategic and thoughtful advice in virtually all areas of business law to a broad range of clients including close to half of the Fortune 100 companies, corporate clients, government agencies, regulatory authorities, non-profit bodies and individual clients. For additional information, please visit the firm's website at www.fasken.com.

We are seeking a qualified candidate to fill the position of Securities Law Clerk in our Toronto office.

SECURITIES LAW CLERK

To work under the supervision of the Law Clerks Committee to prepare SEDAR, SEDI and registration (NRD) filings and to provide assistance, generally, to the Firm's Securities Mergers & Acquisitions Group in the Toronto, Montreal and Ottawa offices.

SPECIFIC RESPONSIBILITIES

At the request of lawyers, clients and other member of the Firm, this position will:

- Prepare and file documents on SEDAR
- Prepare and file documents with the TSX via TSX SecureFile, with the TSX Venture Exchange and with the CNSX and to calculate listing fees
- Prepare and file documents with CDS
- Prepare and disseminate press releases through the Canadian newswires
- Prepare and file insider profiles and reports on SEDI and conduct searches on SEDI
- Conduct searches of public company information through SEDAR, Quicklaw, DisclosureNet and other means
- Assist with preparing securities registration documents on NRD and to assist with preparing applications for registration with the applicable Canadian securities regulatory authorities and self-regulatory organizations
- Maintain clients' securities registrations on NRD
- Prepare and file reports of exempt distributions in respect of private placements
- Prepare closing books
- Assist the other securities law clerks generally with all matters relating to the Firm's securities practice, as well as with client development initiatives.

REQUIRED QUALIFICATIONS

Education: College diploma in law clerk studies. Fluency in French would be an asset.

Experience: Minimum of three years work experience as a securities law clerk working with SEDAR, SEDI, TSX, TSX Venture Exchange, CNSX and NRD filings with a strong understanding of the various National Instrument rules and procedures.

Core Competencies:

- Confidence and a high degree of comfort in dealing with professionals (partners, associates and clients)
- A demonstrated ability to project manage, and efficiently handle competing and/or shifting priorities
- Strong written, verbal, diplomacy and organizational skills
- An acute focus on detail and accuracy as well as a highly developed customer service bias
- An understanding that this is a critical service function and can require a longer day in order to get the job done
- A team player with energy, initiative and good humour
- Must enjoy working in a fast-paced work environment.

HOW TO APPLY:

Qualified candidates are asked to submit their application by e-mail to faskenhr@fasken.com. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. No telephone calls, please.