

FASKEN MARTINEAU LLP

CORPORATE SERVICES ASSISTANT

Fasken Martineau DuMoulin LLP is a leading Canadian business law and litigation firm consistently ranked among the leading firms in Canada with a national presence in Vancouver, Calgary, Toronto, Ottawa, Montreal, Quebec City and an international presence in London, Paris and Johannesburg. We have a position available for an intermediate to senior **Corporate Services Assistant** in our Vancouver office.

Duties & Responsibilities:

Responsibilities will encompass the following:

1. preparation of annual reports and annual consent resolutions for companies and societies (federal and provincial);
2. assisting lawyers in the corporate/commercial practice area dealing with federal and provincial incorporations including pre- and post-incorporation documentation; extra-provincial registrations in BC; changes in directors and officers and name changes;
3. conducting due diligence searches including, without limitation, corporate searches for registrations in BC, across Canada and in the United States; and
4. the ability to review and update minute books and complete required provincial or federal corporate filings and work in a team setting to identify issues and follow up on outstanding matters.

Familiarity with ALF Corporate is a necessity.

Skills/Experience:

The successful candidate will possess maturity, professionalism, strong organizational skills, excellent communication and interpersonal skills, strong writing and keyboarding/computer skills. Applicants should be self-motivated, detail-oriented, able to deal effectively with deadlines and work well under pressure. The corporate services assistant will work with minimal supervision and must show initiative and have the ability to exercise independent judgment and think outside the box. A minimum of 5 years experience in a Corporate Services Department is required and completion of a legal administrative assistant program is a necessity. The Corporate Services Department operates as an integrated group and the successful candidate must commit to and work in a team environment.

Candidates should submit a cover letter and resume by Friday, January 27, 2012 detailing education and previous experience and salary expectations to:

Fasken Martineau DuMoulin LLP
Attention: Lily MacKinnon, HR Advisor
2900 – 550 Burrard Street
Vancouver, BC V6C 0A3
Email: lmackinnon@fasken.com
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