



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/08

Corporate Law Clerk

Job ID	56-35-5F-E4-E7-C4	
Web Address	https://careers.indigenous.link/viewjob?jobname=56-35-5F-E4-E7-C4	
Company	Nuclear Waste Management Organization	
Location	Toronto, Ontario	
Date Posted	From: 2018-11-27	To: 2019-05-26
Job	Type: Full-time	Category: Law
Job Start Date	As soon as possible	
Languages	English	

Description

The Nuclear Waste Management Organization is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations. Join our growing team of scientists, engineers and other professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future.

Corporate Law Clerk

We are currently seeking an experienced Corporate Law Clerk to join our Legal team at 22 St. Clair Avenue East, 6th Floor, Toronto. Reporting to the Vice President & General Counsel, you will support the Legal Department by completing the substantive and administrative projects as assigned. In addition, the incumbent will provide administrative support to the Board Secretary and provide back-up, when needed.

Responsibilities:

- Provide administrative support to the Vice President & General Counsel and in-house lawyers in preparing and reviewing contracts; assembling confidential material.
- Conduct legal research and analysis, including tracking case law developments.
- Review written legal advice, contracts, internal and external reports and takes action, when necessary.
- Organize files and documents by collecting, assembling and summarizing information and reports.
- Manage, input, file and track all legal documentation into a legal records management database.
- Perform administrative support functions including preparing and editing presentations, meeting materials, general correspondences, reports, spreadsheets and special task documentation.
- Track the legal department budget (monthly, quarterly, annually) including tracking legal expenses by project / initiative. Review legal invoices as received against contracts / agreements and prepare cheque requisitions for payments.
- Review, research and gather information for disciplinary and labour relations matters including assisting with bargaining minutes as required.
- Provide high-level administrative support to Board Secretary and provide back-up, when needed. Provide assistance with documenting corporate minutes.
- Draft corporate minutes, as required.
- Act as a liaison, provide information and maintain good working relationships with external law firms.
- Perform other duties as assigned.

Qualifications & Experience:

Minimum Education:

- College Diploma in an accredited Legal Administration Program, i.e. Completion of Law Clerk Diploma or Institute of Law Clerks of Ontario (ILCO) certification, or equivalent.
- Member in good standing with the Institute of Law Clerks of Ontario an asset.

Minimum Experience:

- Five (5) years' experience.
- Advanced proficiency with Microsoft Office applications (Outlook, Excel, Word, and PowerPoint).
- Experience assisting with preparing and reviewing contracts.
- Experience working with Corporate Board Committees would be an asset.
- Excellent written and verbal communication skills and the ability to draft effective communications (emails, letters, memos and instructions) with exceptional grammar and proof-reading skills.
- Outstanding attention to detail.

We offer a competitive base salary and health care benefits package. You must be eligible to work in Canada and must be able to meet security clearance requirements.

The NWMO supports the principles and practices of diversity and is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities in a way that is respectful of the dignity and independence of people with disabilities and in a manner which takes into account the person's disability and embodies the principles of integration and equal opportunity. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please Contact Us.

How to Apply

Please submit your application by quoting Corporate Law Clerk in the subject line via e-mail to: Employment@nwmo.ca by December 14, 2018.