



JOB TITLE: Senior Law Clerk
DEPARTMENT: Compliance, Guardian Capital Group Limited (“GCG”)
REPORTS TO: Vice-President, Legal
LOCATION: Commerce Court West, 199 Bay Street, Toronto

Guardian Capital requires all new hires to be fully vaccinated against COVID-19 at least 14 days before the start date (subject only to any approved accommodation).

JOB STATEMENT:

GCG seeks an experienced law clerk to join its Compliance team in Toronto. This individual will support GCG and its affiliated companies’ corporate governance and recordkeeping needs, with a particular focus on GCG as a public company. The individual will be a key contributor on a wide variety of matters, liaising with boards of directors and board committees, coordinating director and officer appointments, managing minute book and organizational chart maintenance, supporting GCG’s annual meeting of shareholders, managing insider reporting, coordinating blackout periods, and preparing and filing various TSX forms. This individual will work closely with GCG’s Corporate Secretary and Legal team, and will be a key resource for other departments within GCG and its affiliated businesses requiring support, including Marketing, Finance, Compliance, Operations, and Human Resources.

ESSENTIAL FUNCTIONS:

- Maintaining minute books for GCG and its affiliated businesses;
- Liaising with boards of directors and committees;
- Coordinating director and officer appointments for GCG and its affiliated businesses;
- Coordinating director and committee meetings, and assisting with preparation of meeting material;
- Managing entity maintenance for GCG and its affiliated businesses;
- Supporting the Corporate Secretary with GCG’s annual information form, management information circular, and annual meeting of shareholders;
- Supporting the Chief Compliance Officer with scheduling blackout periods, filing SEDI reports and other tasks relating to reporting insiders;
- Diarizing, preparing and filing various TSX forms for GCG as a listed issuer;
- Supporting GCG’s Normal Course Issuer Bid;
- Working closely with GCG’s Legal and Compliance teams to respond to regulatory changes; and
- Managing and participating in special projects, as assigned.

QUALIFICATIONS:

- Law clerk diploma or equivalent education
- 5-7 years of experience in a law firm, or in-house legal department
- Direct experience working with TSX listed issuers
- Excellent oral and written communication skills, and keen attention to detail
- Excellent organizational skills, self-motivated and able to work efficiently and effectively, both independently and in a team environment

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@guardiancapital.com.

Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.