**Christie/Cummings**

**Corporate Clerk**

We are a Collingwood based law firm providing services to individuals and businesses in corporate law, estate planning and administration, residential and commercial real estate, commercial litigation and family law.

We are seeking a full-time corporate clerk to join our team.  The ideal candidate will be a self-motivated and energetic professional who is eager to expand his or her skills and work with a dedicated group of lawyers.

In this role you will incorporate Ontario and federal corporations, maintain corporate records, and prepare documents for corporate restructurings and business sales and purchases.

Applicants are required to be a certified law clerk with a minimum of 3 years of experience as a corporate clerk.

This is an excellent opportunity to join an expanding firm in our four seasons resort community.

Please forward your resume and cover-letter by e-mail to:

cbrillinger@christiecummings.com