

LAW CLERKS – TWO FULL TIME PERMANENT POSITIONS

BMO Financial Group has two full time positions available in their Subsidiary Governance Office in Toronto due to internal promotions.

RESPONSIBILITIES

A. *Board, Committee and Shareholder Meeting Support*

- Attend meetings of the Boards of Directors, Board Committees and other committees
- Prepare meeting material packages including: requesting and following up on supporting documents, drafting resolutions, proof reading, collating, assembly and distribution
- Post meeting prepare draft minutes

B. *Maintenance of Corporate Records and Registrations*

- Maintain corporate records including minute books, corporate database and statutory filings.
- Prepare resolutions for routine matters and transactional matters such as incorporations, extra provincial registrations, amalgamations, dissolutions, amendments and continuances
- Perform due diligence of minute books
- Maintain banking and securities resolutions and related lists

C. *Line of Business and Department Support*

- Respond to requests for corporate information and records from lines of business, compliance officers, internal or external auditors and regulatory examiners
- Cross-train and learn other responsibilities within the team and provide assistance including special projects and initiatives
- Build relationships with various departments and lines of business within BMO Financial Group such Corporate Support Areas, Senior Management and Directors

D. *Leadership*

- Mentor Junior Law Clerks by providing coaching, guidance and training
- Provide performance feedback to the Manager, Subsidiary Governance (as applicable)

KNOWLEDGE AND SKILLS

a) Knowledge:

- College Law Clerk Certificate with a minimum of 5 years' relevant experience in a corporate law practice within a law firm, financial institution, company listed on a major stock exchange or an equivalent combination of training, education and experience
- The ideal candidate will have an undergraduate university degree and be a member of the Institute of Law Clerks of Ontario (ILCO)
- Membership of the Institute of Chartered Secretaries and Administrators (ICSA) would also be an asset
- Strong knowledge of Canadian corporate legislation

b) Skills:

- Proficient with computers including advanced MS Office, internet, corporate databases, and other relevant software programs
- Strong verbal and written communication skills with ability to communicate clearly using discretion, tact and courtesy, including dealing directly with administrative support staff, senior officers and directors
- Accuracy, attention to detail, proof-reading and editing skills
- Skills to prioritize and organize work and manage multiple tasks ensuring deadlines are met
- Take initiative and work independently, own and deliver work undertaken in a way that adds value
- Self-motivated with an inquisitive mind
- Strong knowledge of subsidiary governance best practices would be an asset
- The flexibility to work beyond normal office hours to meet deadlines when required

At BMO, you have more than a job. We help you turn your potential into performance. Working here means being part of a team of talented and passionate individuals with a shared focus on working together to deliver great customer experiences.

BMO Financial Group is committed to an inclusive, equitable and accessible workplace. By embracing diversity, we gain strength through our people and our perspectives.

Apply now:

https://bmo.taleo.net/careersection/2/jobdetail.ftl?job=1500020872&lang=en_GB&hash=1443109057