



Position Title	Vice President, Senior Legal Counsel
Location	Toronto
Reporting To	Chief Financial Officer & Corporate Secretary
Job ID	LGL - 003
Position Overview	<p>The in-house Vice President, Senior Legal Counsel is a practical and results-driven. The successful candidate will have the ability to provide business-oriented legal advice, and to explain complex legal issues in simple and succinct terms.</p>
Duties and Responsibilities	<ul style="list-style-type: none">• Draft and review contracts for all areas of the business• Maintain the contract management and administration system for the corporation• Assist with corporate secretarial matters for the corporation and its subsidiaries• Preparing materials for meetings of the board of directors and annual general meetings• Preparing share documents and overseeing, and providing advice on, share plans of the corporation• Collaborate with external counsel on large transactional matters• Act as trusted advisor to senior management• Advise on a variety of complex and challenging legal matters as they arise
Education	<ul style="list-style-type: none">• Law degree with an accredited law school (LLB or Juris Doctor)• Member in good standing of the Law Society of Upper Canada
Qualifications	<ul style="list-style-type: none">• Minimum 8 - 10 years of corporate experience gained from a leading law firm and/or in-house legal department• Experience in the financial sector and at an IIROC dealer is an asset• Proficiency with Microsoft Office Suite• High level of personal ethics, integrity and responsibility• Exceptional verbal, written and interpersonal skills• Strong attention to detail