

Corporate Law Clerk

IKO Industries Ltd. is a market leader in the manufacturing of roofing and building materials. IKO is a Canadian owned and operated business with production facilities worldwide and has many years of unparalleled success in the roofing materials industry. Quality, integrity, and trustworthiness are the values that underlie this success, and we have built this company by hiring people who hold these values. People like you!

We are currently seeking a **Corporate Law Clerk** to join our team of skilled professionals at our Corporate Head Office in **Toronto, ON**.

Position Overview:

The primary function of the role is to provide proactive administrative support to the Corporate Controller and the Finance Department.

Key Responsibilities:

- Perform various activities related to the on-going corporate administration of the department including:
 - Maintaining a master filing schedule
 - Applications for business numbers
 - New company incorporations/new partnership formations and agreements
 - Maintaining tax account access registry
 - Maintaining corporate database
 - CALURA, Annual Minutes, dividends resolutions, etc.
 - Record retention
 - Producing and or maintain miscellaneous finance documents (T5s, NR4s, 1099s, W2s)
- Administration of insurance duties for auto and property policies (renewals, allocations, claims tracking).
- Administration of banking duties including transfers, settling and all reporting.

Qualifications:

- 3+ years' experience in Corporate Administration
- Post-Secondary Paralegal Education
- Superior communication skills
- Use of corporate administration software (GEMS or BluePrint) and Microsoft Office (especially MS Excel at an advanced level).
- Intermediate accounting skills/experience.
- Strong planning and organizational skills
- Possess the ability to handle multiple projects and a wide variety of tasks to meet deadlines, all with a sense of urgency.

Benefits:

IKO recognizes that its tremendous success is due to the strength of its employees. A primary goal of IKO is to promote individual employee's sense of accomplishment and contribution, so that employees enjoy their association with IKO. The Company invests in its employees so that they are the most knowledgeable in the industry, and undertakes great efforts, including a goal of promoting from within, to nurture loyalty to IKO. We are pleased to offer competitive compensation, a progressive and challenging workplace, and a commitment to teamwork and integrity.

Apply Now

If you are interested in this position, please send your most recent resume by **July 1st, 2015**.

For more information, please contact Gabriela Lopez at gabriela.lopez@iko.com.