

## **Assistant Corporate Law Clerk**

### **COMPANY OVERVIEW:**

Sun Life Financial's roots run deep in Canada, where our company was founded more than 150 years ago. Our business began with the sale of insurance and has expanded to offer wealth solutions to our clients. Today we are an industry leader with a client base of millions of individuals and thousands of companies across the country – and many million more clients around the world.

### **SUMMARY:**

The Assistant Corporate Law Clerk prepares non-financial regulatory compliance filings for the public company Sun Life Financial Inc. and its various subsidiaries to ensure timely, complete and accurate filings are made to world-wide regulators, including stock exchanges, the Canadian federal and provincial insurance regulators and chief agents. The successful candidate will maintain internal reporting procedures and company records. The Corporate Law Clerk is in regular communication with internal and external stakeholders and reports to the Director, Compliance in the Corporate Secretary's Department.

### **MAIN ACCOUNTABILITIES:**

- Prepare non-financial regulatory and securities compliance filings for Sun Life Financial Inc. and its various subsidiaries for submission to regulators in Canada and other jurisdictions such as the United States, Bermuda, Philippines and Hong Kong
- Maintain records and minute books for these companies
- Assist with other duties as delegated or assigned in the department, including routine and special projects, as required

### **QUALIFICATIONS, SKILLS AND COMPETENCIES:**

- Two to three years of experience as a Corporate Law Clerk in a public company's Corporate Secretary's Department, law firm or in-house legal environment
- Law Clerk designation or equivalent or working towards one
- University degree or college diploma preferred
- Advanced computer skills (Excel, Word, Lotus Notes, Visio and web-based data management systems) and use of office equipment
- Ability to independently manage competing priorities with sensitivity to internal clients and deadlines
- Meticulous, diligent and attentive to details
- Above average written and verbal communication skills
- Above average organizational skills

**Please apply directly to the link below.**

<http://sunlifefinancial.taleo.net/careersection/10160/jobdetail.ftl?lang=en&job=LEG00278>

Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, may e-mail a request to [thebrightside@sunlife.com](mailto:thebrightside@sunlife.com)

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.

**Job**

Legal

**Primary Location**

Toronto, Ontario

**Employee Status**

Regular-Full-time

**Unposting Date**

Aug 17, 2016, 11:59:00 PM