



**JOB TITLE:** Legal Counsel  
**DEPARTMENT:** Compliance, Guardian Capital Group Limited (“GCG”)  
**REPORTS TO:** Senior Legal Counsel  
**LOCATION:** Commerce Court West, 199 Bay Street, Toronto

**JOB STATEMENT:**

GCG seeks an experienced Legal Counsel to join its team in Toronto. This position is responsible for providing legal advice and services to GCG, its affiliated companies and the investment funds that they manage. This role will be a key contributor on a wide variety of legal matters and provide direct, day-to-day legal and operational support to the firm’s various business units, including institutional investment management, high net worth investment management, financial advisory (IIROC/MFDA), and insurance managing general agency. Departments requiring legal support include portfolio management, trading, client relationship management, business development, product development, compliance and human resources.

**ESSENTIAL FUNCTIONS:**

- Drafting and negotiating investment management agreements, commercial contracts, corporate records, policies and procedures and a variety of other legal documents;
- Providing legal support in connection with the offer and sale of Guardian Capital investment funds, including work on offering documents and associated filings;
- Reviewing and revising public documents in light of applicable regulatory requirements;
- Working closely with the Compliance team to respond to regulatory changes;
- Providing support on the management of legal and business risks;
- Managing the engagement of external counsel;
- Assisting with the governance of various corporate and other entities within the group; and
- Managing or participating in special projects, as assigned.

**QUALIFICATIONS:**

- Law degree from a recognized university and be a member in good standing of the Law Society of Upper Canada
- 3-5 years of experience in an in-house legal department or law firm
- Direct experience in the investment management or insurance industry and have working knowledge of Canadian laws and regulations applicable to the securities industry (including IIROC and MFDA), the insurance business, investment funds and registered investment advisers
- CFA or CIM designation, or completion of other securities or insurance industry courses and program, an asset
- Experience in the US or European markets, an asset
- Excellent oral and written communication skills, and keen attention to detail
- Excellent organizational skills, self-motivated and able to work efficiently and effectively, both independently and in a team environment

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*