



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

**JOB STATEMENT:**

GCG seeks an experienced Legal Assistant to join its team in Toronto. This individual will be a key member of GCG’s legal team, providing administrative and clerical services to the lawyers supporting GCG, its affiliated companies and the investment funds they manage. The Legal Assistant will work on variety of legal matters relating to regulatory and business filings, corporate governance, contract negotiation and transaction management, in connection with the firm’s various business units including investment funds, investment management, financial advisory (IIROC/MFDA), and insurance managing general agency.

**ESSENTIAL FUNCTIONS:**

- Supporting lawyers’ efforts in managing transactions and drafting corporate and commercial contracts, corporate records, policies and procedures, board resolutions and a variety of other legal documents;
- Coordinating execution and managing record-keeping of various legal documents within the firm; and
- Providing clerical and filing support in connection with the offer and sale of Guardian Capital investment funds.

**QUALIFICATIONS:**

- Legal assistant college certificate
- 3-5 years of experience in a reputable law firm or in-house legal department
- Excellent organizational skills
- Self-motivation and ability to work efficiently and effectively, both independently and in a team environment
- Keen attention to detail and responsiveness
- Excellent oral and written communication skills
- Strong competency in Word, Excel, PowerPoint
- Direct experience in the investment management or insurance industry is considered an asset

**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.*