

JOB POSTING

TITLE: Legal Counsel
CITY/REGION: Edmonton
REPORTS TO: Chief Operating Officer (COO)
DATE PREPARED: September 2017

THE COMPANY:

ProCura Real Estate Services is one of Alberta's leading property development and management companies. Since 1979, ProCura's forward-thinking projects have redefined skylines through the company's ability to envision and develop outstanding buildings and communities. Notable projects include: the innovative Mayfair on Jasper rental apartments; the award winning LEED® GOLD-CS Certified Intact Insurance Building; and the visionary, all-encompassing community at Century Park. The company approaches each new development with an eye for modern design and technologies.

ProCura is recognized as one of Alberta's largest private transit integrated landholders, with a future project pipeline consisting of multiple urban locations encompassing over 1 million square feet of land holdings, over 4 million square feet of developable space and over 6,000 multi-family units.

What we are looking for:

Our Edmonton office is seeking Legal Counsel with a minimum of 4 years of Litigation and Corporate experience. As Legal Counsel you will work as part of the In-House Legal team providing legal expertise on commercial lease agreements and litigation files.

Responsibilities:

- Provide practical legal advice, expertise and direction on all legal matters – specifically commercial lease agreements, litigation files and corporate returns and filings
- Ensure day-to-day business activities and ongoing business strategies are carried out in a legal and ethical manner, and in compliance with all relevant organization policies, industry standards, applicable laws and regulations of government authorities having jurisdiction
- Work with outside legal counsel in acquisition and disposition of legal files
- Work with outside legal counsel on litigation files
- Provide legal advice to operations, functional and other personnel on a wide variety of legal matters associated with ongoing and planned business unit operations
- Undertake legal searches as required
- Lead preparation and completion of high level legal agreements
- Undertake and lead special projects as required
- Communicate with the Executive Team on relevant matters
- Promote communication and understanding of legal matters / expectations
- Communicate, maintain and enforce organizational policies, procedures and standards necessary for the integrity of the organization, personnel and business operations
- Other duties as assigned

Qualifications:

- Bachelor of Laws (L.L.B.) Degree
- Member in good standing of the Law Society of Alberta for at least 2 years
- A minimum of 4 years of experience in Litigation and/or Corporate law
- Superior organizational skills, including the ability to handle multiple files simultaneously and independently
- Strong interpersonal skills and the ability to build effective client relationships
- Excellent verbal and written communication skills, combined with research, negotiation and analytical skills
- Demonstrate a professional attitude and project a positive corporate image
- Work well under pressure
- Commitment to the success of the organization, embracing a progressive attitude towards technology and change
- Demonstrated critical thinking, logical analysis and problem solving skills
- High ethical standards
- Demonstrated ability to work independently on confidential matters and effectively prioritize tasks
- Possess strong business acumen
- Advanced computer skills
- Self-managed; thrives working in a fast-paced dynamic environment

How to apply:

Applicants may apply through Klopp Richards & Associates at <http://www.klopprichards.com>. All candidates will be subject to pre-employment screening which may include; criminal, credit and employment verification, drug & alcohol testing and drivers abstract. A minimum of 2 employment references will be required.

We thank you for your interest in this role however only those applicants who are legally eligible to work in Canada can be considered at this time