

Law Clerk – One Year Contract

Toronto, Ontario

CBRE Caledon Capital Management Inc. (“CBRE Caledon”) is a leading infrastructure and private equity investment solutions provider. We create long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive infrastructure and private equity portfolios. Today, our dedicated team of 45 professionals represents investment capital of over \$10 billion for institutional investors across North America.

The Role

This is a one-year contract role with the potential to move into a regular full-time role. The successful candidate may be able to work remotely part of the time and would be appealing to a law clerk returning to the work force as well as to a law clerk looking to work in a growing infrastructure and private equity firm.

Reporting to the Legal Counsel and Chief Compliance Officer (CCO), the Law Clerk will support the Legal Counsel and CCO by assisting with legal transaction-related activities, including negotiating non-disclosure agreements, fulfilling know-your-client requests and managing the formation of investment structures, and core compliance-related activities, including fulfilling reporting requirements, monitoring compliance with existing policies and procedures and monitoring relevant regulatory changes.

Responsibilities

Legal

- Support Legal Counsel on fund formation and investment transactions
- Review and negotiate non-disclosure agreements and non-reliance letters
- Complete know-your-client (KYC) requests and maintain and update KYC information
- Manage the creation of new entities, including fund and investment structures as well as minute books and annual updates
- Manage investment committee approval process and arrange for appropriate execution of key legal documents

Compliance

- Maintain, update and monitor compliance with CBRE Caledon’s policies and procedures to ensure CBRE Caledon complies with its regulatory requirements
- Manage and monitor the restricted trading list
- Manage and complete CBRE Caledon’s NRD filings for all individual and firm registrations as well as reporting obligations to various securities commissions
- Support the CCO with compliance audits and completing internal compliance reviews to ensure the effectiveness of compliance procedures and operational controls and ensure any required follow-up actions are taken
- Support the CCO with analysis and recommendations for implementation of any relevant changes in regulatory rules and in preparing risk assessments and other compliance documentation for the Board of Directors

Qualifications

- University degree and a minimum 3 years experience in the asset management industry or with a Bay Street law firm; completion of a law clerk or paralegal program
- Understanding of requirements of NI31-103 and related instruments and the *Securities Act* (Ontario); understanding of requirements of the Investment Advisers Act of 1940 is considered an asset; working knowledge of NRD
- Exceptional written and oral communication skills, intellectual agility, and the ability to manage multiple workstreams simultaneously
- Proficient in MS Office (Word, Excel and PowerPoint)
- Team player with an ability to work independently with high degree of initiative
- Strong organizational skills with excellent time management and ability to work under pressure and prioritize tight deadlines; produce high-quality work product with strong attention to detail
- Keep current on any regulatory developments that affect our business
- Maintain strict confidentiality and respect in dealing with confidential information

Further, you are an ambitious self-starter, a solid team player with a positive attitude and possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level and are willing to “roll up your sleeves” in an entrepreneurial environment to get work done as necessary. You have a demonstrated ability to be resourceful and persistent in gathering and assessing information and to quickly assimilate knowledge.

