



Flexiti Financial

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online, becoming one of Canada's leading private label credit card issuers. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate into existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. Flexiti's joint venture with Globalive Technology demonstrates its commitment to innovation in the payments space through the development of solutions leveraging artificial intelligence and blockchain technology. With high approval rates, innovative products and services, flexible promotional offers and a partnership-first approach, Flexiti is helping people improve their lives through better financing. For more information, visit www.flexiti.com.

Law Clerk / Contracts Manager

Flexiti Financial is looking for a Law Clerk / Contracts Manager to join its Legal team. Supporting the Chief Legal Officer, the Law Clerk / Contracts Manager will work on internal legal and corporate secretarial matters.

Responsibilities

- Assist with drafting, review, and revision of contracts and legal documents;
- Assist the business with ongoing management of contracts;
- Maintain and update precedent contracts;
- Act as a point of contact for internal contract queries and legal requests;
- Liaise with colleagues including Marketing, Operations, and Sales, to carry out the legal department's functions;
- Maintain corporate minute books, prepare corporate minutes and resolutions, and assist with Board and Shareholder meetings;
- Assist with the management and review of policies and procedures;
- Manage corporate registrations, permits and licenses, including extra-provincial registrations and trade name registrations;
- Review marketing communications;
- Improve and streamline the legal function; find efficiencies and drive process;
- Assist with special projects that require legal support; and
- Provide administrative support as required.

Qualifications

- Diploma from a recognized Ontario Law Clerk program or Institute of Law Clerks of Ontario certificate (or qualifying combination of education and experience with an outstanding performance record);
- 5 years minimum experience as a corporate law clerk working in a corporate legal department; may be combined with experience as a corporate law clerk in a law firm;
- Strong communication (verbal and written);



- Ability to provide timely and accurate responses to inquiries from outside counsel, internal legal counsel and business colleagues, draft correspondence, complete administrative duties and record-keeping;
- Meticulous attention to detail;
- Ability to work well under pressure, anticipate upcoming needs and prioritize tasks appropriately;
- Ability to work independently with minimal supervision, as well as in a group with other colleagues; and
- Computer skills (Outlook, Word, PowerPoint, Excel).

The Perks

Below are just a few reasons why people love working here:

- Great and passionate people in a very supportive environment
- Fun offsite outings
- Comprehensive health and dental benefits
- Competitive salary; commensurate with experience