STIRLING
BUSINESS LAW

Mid-Level Corporate Services Paralegal

Location: Downtown Vancouver, BC (above Pacific Centre)

Position Type: Open to discussing Full-Time or Part-Time

Experience Level: Mid-Level (3+ years)

Posted: October 28, 2026

Stirling LLP is a boutique business law firm located in the heart of downtown Vancouver, above Pacific Centre. We advise businesses of all sizes across a wide range of sectors on transactions that include:

- Business purchases and sales, including asset and share transactions
- Standard-form legal agreements
- Incorporation of British Columbia and federal companies
- Shareholders' agreements
- Limited partnerships and limited liability partnerships
- Incorporation and organization of societies and not-for-profit entities
- Corporate reorganizations
- Rollovers under the Income Tax Act
- Confidentiality and non-competition agreements
- Settlement agreements, waivers, releases, and indemnities

Position

We are seeking an experienced **Mid-Level Corporate Services Paralegal** to join our small, dynamic, and busy team.

Key Responsibilities

Corporate Entity & Transaction Management:

Prepare legal documentation for British Columbia, federal, and extra-provincial companies, as well as limited partnerships, societies, and not-for-profit entities. This includes incorporations, amendments to articles, changes to registered and records offices, director and officer changes, name changes, vertical and horizontal amalgamations, continuations, dissolutions, and restorations.

Client & File Coordination:

Correspond with clients to address inquiries and coordinate the execution of annual maintenance and resolution packages.

Qualifications & Key Competencies

Experience:

At least three (3) years of experience as a corporate services paralegal.

System Knowledge:

Working knowledge of BC Online, BC Registries, BCeID, BC Societies, Corporations Canada and related online registry systems.

Technical Skills:

Strong computer skills, including proficiency with Microsoft Office and Adobe. Experience with Appara, Soluno, and NetDocuments is considered a strong asset.

Organization:

Excellent organizational and communication skills, with the ability to multitask and manage files independently.

Teamwork:

Ability to work effectively both independently with minimal supervision and collaboratively as part of a team.

Interpersonal:

We strongly prefer candidates who bring a good sense of humour, equal measures of confidence and humility, and a willingness to contribute beyond the boundaries of their job title.

Work Arrangement:

We operate in a cloud-based environment and are open to discussing either a part-time or full-time arrangement.

How to Apply:

If you are interested in this opportunity, please send your résumé to Roshni Reddy at rreddy@stirlingllp.com.