

Position: Legal Assistant

Department: Real Estate

The Legal Assistant in the Real Estate department provides administrative support in the completion of commercial and residential real estate transactions. The Legal Assistant is responsible for coordinating a variety of administrative procedures to ensure a high standard of quality and customer service.

Key Responsibilities

- Preparation and initial drafting of correspondence including editing and quality assurance
- Preparation of agreements of purchase and sale
- Prepare precedent based documents as needed
- Title sub-searching and preliminary review of title searches
- Coordinate workflow and assist lawyer in prioritizing and following up on outstanding items
- Coordinate external and internal communication including mail, e-mail, fax and telephone calls
- Review client emails and prepare responses after reviewing relevant documentation
- Address client inquiries as required
- Prepare client files for closure and storage
- Daily preparation of dockets and preparation of accounts
- Preparation of mail and courier packages
- Coordinate and organize meetings, conference calls and maintain agenda
- Assist with other projects as required

Qualifications

- Office Administration – Legal or Law Clerk diploma from recognized post-secondary institute or suitable combination of education and experience
- Strong working knowledge of MS Office suite (Word, Excel, Outlook, PowerPoint)
- Working knowledge of Conveyancer and Teraviv
- Strong verbal and written communication skills
- Basic office equipment experience
- Experience preparing and editing correspondence
- Minimum two years of experience would be considered an asset

Skills Required

- Ability to plan, organize and prioritize job tasks in order to meet tight deadlines
- Ability to respond effectively and professionally to changes in schedules and priorities
- Ability to ensure consistent attention to details
- Ability to work independently within a team environment
- Ability to exercise discretion when dealing with sensitive information
- A positive, supportive and professional attitude

Interested applicants should forward their resumes to careers@perlaw.ca.



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