



CONDOMINIUM LEGAL ASSISTANT

KEY RESPONSIBILITIES:

- Prepares documentation for Bulk Condominium sales
- Prepares required documentation ensuring all details are accurately recorded and print ready in advance for the lawyer
- Communicates directly with other solicitors and clerks in a professional manner
- Prepares all client correspondence
- Prepares accounts and reporting letters
- Organizes and expedites the work flow; initiate and follow-up action as appropriate
- Ensures the complete and accurate filing (hard copy and electronic copy) of all legal documents

THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE THE FOLLOWING:

- A diploma in a related Legal Administration and/or Law Clerk program or equivalent years of experience
- A minimum of 2 years of experience in a similar position in a Commercial or Residential Real Estate Law practice
- Proficiency with real estate and related software (Microsoft Word, Teraview/E-Reg, Conveyancer/PC Law etc.)
- Initiative and ability to work independently, with minimal supervision
- Superior organizational and task-management skills
- Effective writing and communication skills
- Excellent client-relation and interpersonal skills
- Strong attention to detail
- Demonstrates a professional demeanor, high ethical standards, respect and commitment to service excellence
- Ability to work independently as well as cohesively with lawyers and other employees as part of a team

ASSET:

- Experience with Worldox or a similar document management system

We thank you for your interest in our position!

We are committed to providing equal opportunities for persons with disabilities. Accommodations are available at all stages of the recruitment process, at the candidate's request.