



LEGAL ASSISTANT – RECENT GRADUATE

KEY RESPONSIBILITIES:

- Assisting Law Clerks with any and all real estate, mortgage, financing or related transactions and duties, as required
- Assisting the Law Clerks and learning how to open files in PCLaw, Teraview and Conveyancer
- Organizing and maintaining physical and electronic client files and firm databases
- Performing sub-searches of title and off-title searches
- Administrative duties related to file maintenance, answering calls and other office duties, as required

THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE THE FOLLOWING:

- A College diploma or certification in a related Legal Administration and/or Law Clerk program
- High proficiency needed with Microsoft Word, Excel, Outlook
- Knowledge of Conveyancer, PC Law and Teraview
- Excellent organization and time-management skills
- Excellent verbal and written communication 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
- Ability to work in a fast-paced environment with multiple responsibilities at one time

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.