

McCARTER GRESPAN is the leading business law boutique in the Region of Waterloo. Our firm's continued growth reflects our commitment to excellence and our team of highly skilled professionals specializing in corporate, real estate, and condominium law. We pride ourselves on exceeding client expectations with practical, business-focused legal solutions.

To support our continued growth, we require a ***Real Estate Reporting Clerk*** to fill a vacancy and to provide support to our Real Estate Department.

Key Responsibilities:

- Taking direction from Real Estate lawyers and Law Clerks;
- Preparation of report letters/closing books;
- Respond to post-closing undertakings;
- Printing, scanning copying, filing and other organizational tasks;
- File opening and closing;
- Reviewing and efilings emails and documents;
- Perform ancillary duties and administrative tasks as required.

Qualifications:

- A University degree;
- Completion of a post-secondary/college program which is legal/administrative in nature;
- 1-2 years of experience working in a legal real estate position;
- Full understanding of real estate transactions and reporting;
- Diplomacy and tact;
- Exceptional time management;
- Strong organizational and scheduling skills;
- Proficiency in Microsoft Office suite, including advanced knowledge of Microsoft Word and at least 50 wpm keyboarding speed;
- Experience working in Unity and Teraview;
- Ability to manage and execute multiple assignments concurrently in a fast-paced and demanding work environment;
- Ability to work independently and follow instructions accurately.

Why Join Us

McCarter Grespan offers a collaborative, supportive team environment and a competitive compensation package, including benefits.

Salary Range: \$50,000 - \$75,000

If you have the skills and experience to excel in this role, please submit your cover letter and resume to:

Elaine Thomson, Manager, Legal Operations
ethomson@mgbwlaw.com

McCarter Grespan is committed to providing accommodation for persons with disabilities throughout the recruitment process. Accommodation is available on request for candidates taking part in all aspects of the selection process.

We do not use artificial intelligence to screen, evaluate, or select candidates for this position.