

## **COMMERCIAL REAL ESTATE CLERK**

**MCCARTER GRESPAN** is the leading business law boutique firm in the Region of Waterloo. Our Firm has achieved ongoing success and rapid growth by focusing on building a team of highly skilled and experienced corporate, real estate and condominium legal specialists who are dedicated to meeting and exceeding the increasingly complex needs and expectations of our clients.

To support our continued growth, we require a *Commercial Real Estate Clerk* to provide support to our Real Estate department.

### **Key Responsibilities**

- Handle all aspects of complex Commercial Real Estate transactions with minimal supervision
- Review documents and draft closing transactional documents
- Conduct full title searches, analyse searches and identify potential issues
- Raise any potential issues to lawyer in charge
- Work closely with lawyers, lending institutions and clients to complete transactions (purchases, sales and financings)
- Registration of documents

### **Experience/Skill Set**

- Law Clerk Diploma (or equivalent)
- 5+ years of law clerk experience in commercial real estate
- Ability to process transactions from start to finish
- Keen eye for detail and strong time management skills
- Strong technical and presentation skills
- Growth mindset – always looking for ways to improve efficiency and increase knowledge
- Exceptional computer skills, particularly with MS Office.
- Proficiency in the Ontario electronic land registry system (specifically Teraview) and Conveyancer
- Work well independently, as well as collaboratively with team

We are looking for the ideal person to fit in well with our strong Real Estate team. Our culture is supportive of a collaborative team environment and is offering a competitive compensation package to the successful candidate. If you believe you have the skillset and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to:

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

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.