

MCCARTER GRESPLAN 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, condominium and wills and estates legal specialists dedicated to meeting and exceeding the increasingly complex needs and expectations of our clients.

“We pride ourselves on finding creative and strategic solutions to our client’s business concerns in a timely fashion, while always having our client’s best interest at heart.”

We are looking for a **Manager, Real Estate Department**, who is ready to take their career to the next level and actively participate in the growth and management of our Real Estate department. This role is ideal for someone who desires to play a role in shaping the design and direction of the department for the future. The ideal candidate must possess a strong background in all aspects of real estate transactions.

Essential duties and responsibilities:

- Ability to handle all aspects of Real Estate files with minimal supervision
- Assign and oversee daily workflow of the real estate group to ensure work meets or exceeds upcoming deadlines and the expectations of our clients
- Work/communicate with partners on needs, obtain feedback, anticipated projects, etc.
- Monitor calendar daily to ensure all deadlines are met and closings are on track to meet scheduled closing date and time
- Ensure workload of staff is equitably assigned; reassign work when necessary and determine work priorities as needed
- Design and develop training plan for department
- Build content for ongoing learning
- Train and evaluate juniors and make recommendations for continued development for department
- Identify skill gaps and training opportunities
- Observe, evaluate and recommend standards for documents and processes
- Review use of Conveyancer/Unity and provide recommendations for efficiencies
- Identify and evaluate software

Skills:

- Must possess strong leadership skills and previous management experience
- 8+ years of experience in multiple areas of real estate transactions, such as residential, condominium or commercial real estate
- Ability to process real estate 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, particular with MS office
- Proficiency in the Ontario electronic land registry system (specifically Teraview) and Conveyancer or Unity
- Work well independently, as well as collaboratively with team

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