

MCCARTER GRESpan is a dynamic Kitchener-Waterloo-based business law firm that thrives on working with clients who challenge them to provide implementable solutions to even the most complex matters. We began as a small firm that provided expert legal services to privately-held businesses looking to escape the impersonal experience often associated with large legal firms. Over the years, we have expanded our areas of practice with a team of like-minded professionals dedicated to delivering uncompromising service and results.

As we continue to grow, we require an energetic and focused individual to join our Real Estate team in the role of *Real Estate Law Clerk*.

Key Responsibilities

- Handle all aspects of Real Estate files with minimal supervision
- Review agreements of purchase and sale and conduct appropriate searches, including off-titles
- Draft transaction documents for purchase, sale and financing of residential property
- Prepare draft requisition letters and responses
- Attend meetings with clients to receive instructions, review documentation, have documents signed and report on status
- Liaise with clients, counsel, financial institutions, title insurance companies, land registry offices, etc.
- Raise potential issues to the attention of lawyer or senior law clerk
- Obtain and review title insurance policies and endorsements
- Attend closing of transactions and electronic registration of title documents
- Attend to maintaining files and records in accordance with Firm procedures
- Perform ancillary duties and administrative tasks as required
- Other duties as assigned

Experience/Skill Set

- Law Clerk Diploma (or equivalent)
- 2+ years of law clerk or legal assistant experience in real estate required
- Keen eye for detail and strong time management skills.
- Exceptional computer skills, particularly with MS Office. Proficiency in the Ontario electronic land registry system (specifically Teraview) and Conveyancer

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

Email: ethomson@mgbwlaw.com

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