

## **REAL ESTATE CLERK/TRAINER**

**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 *Real Estate Clerk/Trainer* to provide support to our Real Estate department.

### **Key Responsibilities**

- Handle all aspects of Real Estate files with minimal supervision
- 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
- Review use of Conveyancer/Unity and provide recommendations for efficiencies
- Observe, evaluate and recommend standards for documents and processes
- Raise potential issues to Manager, Legal Operations

### **Experience/Skill Set**

- Law Clerk Diploma (or equivalent)
- 8+ years of law clerk experience in residential and/or commercial real estate
- Ability to process residential 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  
**Email:** ethomson@mgbwlaw.com

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