



Real Estate Law Clerk / Assistant

At Barriston Law, we make a difference in the lives of our clients, communities and co-workers by cultivating positive connections every day. We deliver peace of mind as we serve our clients with results-driven legal advice.

We have a challenging position available within our dynamic and growing firm for a Real Estate Law Clerk / Assistant in our Collingwood Office.

The successful candidate will have a strong work ethic, pay keen attention to detail and have a clear understanding of the value in providing excellent client service. Working in a team environment with experienced Law Clerks and Lawyers, he/she will be responsible for handling legal and administrative work related to real estate transactions. The successful candidate must have a solid working knowledge of title searching, conveyancing, and work extensively with Teraview. Corporate Commercial experience would be an asset. A great attitude and emphasis on client experience is a must.

Responsibilities include:

- The ability to work independently on all matters involving the preparation of standard and legal documents pertaining to real estate transactions; and
- Performance of administrative work related to files, including: opening of files, preparation of accounts and client billings, processing of payments, closing files and maintaining an active filing system.
- Preparing purchase and sale documents, and institutional and private mortgage transactions in Conveyancer and Teraview.
- Meeting with and interacting with clients and referral sources, placing a high value on relationship-building and exceeding expectations.

The ideal candidate will have a minimum of 3 years of relevant experience as a Real Estate Law Clerk / Legal Assistant and be proficient in standard office software and equipment. A graduate from a recognized Law Clerks Program is an asset. Excellent time management and computer skills are a prerequisite. Program specific IT training will be provided through our in-house IT staff, as required, on an ongoing basis.

Please apply, including resume, cover letter and references to hr@barristonlaw.com.

Barriston Law values the benefits a diverse workforce brings to our practice. We strongly encourage applications from people of all genders, ethnicities, religions, sexual orientations, and people who identify with a disability. If we can offer you any accommodations through the hiring process please let us know. Additionally, if you have any suggestions on how we can make hiring more accessible please e-mail hr@barristonlaw.com.

Closing Date: September 6, 2019

No telephone calls or agencies please. We appreciate your interest in this position, however only successful candidates will be contacted.