



Real Estate Legal Assistant

Serving our clients since 1920, the McTague Law Firm LLP remains one of the most pre-eminent law firms in the area, providing a wide range of legal services. We continue to grow and expand in response to the ever-changing needs of our clients. Our lawyers and staff work to provide exceptional service, helping our clients to navigate an increasingly demanding and complex legal environment. As a result, our team members are consummate professionals and we are proud of their contributions to our firm.

We are currently looking to add to the team a **Real Estate Legal Assistant** who will report to one of our lawyers in the Real Estate Department.

You offer the following:

- Five or more years of law firm experience specifically in Real Estate law (both residential and commercial)
- Confidently able to manage files from beginning to end of transactions including purchase and sales, bank/mortgage financings of commercial transactions, re-financings and assumptions, title clean-up, conducting due diligence searches (including off-title enquiries) in connection with real estate acquisitions, reviewing title searches, registering documents and drafting requisitions
- Excellent time management, organizational and prioritization skills
- Ability to work independently and within tight timelines
- Passionate about providing quality work product to clients
- A comprehensive understanding of legal terminology and knowledge of rules and regulations and a strong understanding of legal documentation
- Excellent organizational and business communication skills, both written and verbal including the ability to deal with clients and all levels of staff
- Good judgment and ability to exercise discretion when dealing with confidential and sensitive matters
- Ability to take initiative and be resourceful
- Outstanding attention to detail and diligent proofreading skills
- High proficiency in MS Office 2016 (Word, Excel, Outlook), Document Management software, Teraview and Conveyancer/Lawyer Done Deal
- Strong interpersonal skills and an excellent team player

Responsibilities

- Preparing and reviewing legal documents such as purchase, sale, mortgages and commercial loan documents, registration of documents and preparation of reporting letters to ensure they are in proper format
- Coordinating meetings and maintaining calendars, preparing and tracking documents and deadlines and providing any follow-up as needed
- Knowledge of real property taxation and utilities payment schedule in order to assess outstanding arrears to be paid before/on closing
- Able to review all corporate searches, title and off-title searches including PPSA searches
- Continually assessing and establishing work priorities as needed
- Handling incoming correspondence, including email
- Maintaining detailed filing system (electronic and physical)
- Preparing various accounting forms required for closings
- Completing authorizations for withdrawal account forms to have registration fees and on-line registration fees disbursed to client
- Processing accounts, including entering/proofing dockets, preparing retainer letters, sending invoices and following-up with clients
- Photocopying, scanning and faxing
- Other duties as assigned

Qualified candidates are asked to submit their application by clicking the “Send Us Your Resume” link on the Careers section of our website or sending an email to Nicole Kupnicki, Business Manager at nkupnicki@mctaguelaw.com. Please indicate the position you are applying for in your cover letter.

We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted.

Should candidates wish to receive the above job posting in an alternative format, please contact Nicole Kupnicki by email at nkupnicki@mctaguelaw.com or at (519)-255-4389.