

LINDS & ASSOCIATES LTD.

Legal Support Recruitment Specialists

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REAL ESTATE LEGAL ASSISTANT/LAW CLERK

MIDTOWN TORONTO

CLOSE TO HIGHWAY 401 & SUBWAY

Our client a highly regarded law firm located in North York is in need of a Senior Legal Assistant/Law Clerk with real estate experience to work with a senior partner practicing in the Commercial Real Estate practice group.

Duties and Responsibilities

- Managing all steps required to complete registration of plans of subdivision.
- Completing commercial real estate transactions (purchase, sale and financings) from start to completion.
- Responsible for off-title searches, review of due diligence materials and preparation of requisition letters and responses.
- Responsible for corporate searches and drafting corporate documentation relating to commercial real estate transactions.
- Coordinating closing documentation, registrations and reporting to clients.
- Communicating and corresponding with clients with respect to ongoing matters.
- General clerical duties including invoicing clients.
- Assist in the scheduling and coordination of meetings and appointments.
- Other responsibilities as assigned.

Skills and Attributes

- Advanced computing skills and ability to maintain electronic files.
- High regard for quality, attention to detail and the ability to maintain confidentiality.
- Superior organizational skills and ability to meet deadlines.
- Strong ability to multitask and prioritize tasks independently.
- Excellent written and oral communication skills.
- Excellent time management.

Experience

Candidates must have a minimum of 8-10 years of legal experience supporting a lawyer practicing Real Estate Law. Experience with commercial real estate transactions, financings and development/plans of subdivision.

The candidate must be attentive to detail, work well with deadlines and have strong computing skills. Advanced knowledge of MS Office Suite, Teraview and Adobe PDF is preferred. Knowledge of PC Law is also an asset.

Apply today! Outstanding salary to 90k + benefits!!!

Interested candidates should apply in confidence to: slinds@lindsassociates.com

If interested in applying for this position, please visit our website and upload your resume at www.lindsassociates.com/candidates.