COWAN & CARTER

LAW FIRM

T: 705-728-4521 | F: 705-728-8744

E: info@cowanandcarter.com 107 Collier St, Barrie, Ontario, Canada, L4M 1H2

Northstone Law Professional Corporation d.b.a. Cowan & Carter

September 9, 2019

Full-time Position: Real Estate Law Clerk

We are a small and friendly but well-established and respected law firm that focuses on residential real estate law. The firm currently has one lawyer and three senior law clerks and we are looking for an experienced real estate law clerk. Join our friendly, supportive, and collegial team!

Duties:

* Prepare and complete, from beginning to end, all necessary documentation for residential and commercial real estate purchase, sale, and mortgage transactions
* Handle title searches, requisition letters, and off-title searches
* Prepare reporting letters and statements of account
* Handle administrative details with respect to expenses, accounting, opening and closing files, filing, docketing, billing, etc.
* Perform banking and deliveries/pick-ups from local law firms

Qualifications:

* Successful completion of a Legal Assistant or Law Clerk program
* 3+ years experience as a Real Estate Law Clerk
* Bonus: Wills, Estate Administration, and Corporate experience
* Knowledge of Teraview, Conveyancer, and PC Law
* Knowledge of Microsoft Office, especially Word and Outlook
* Experience with title and off-title searches (building & zoning, fire orders, TSSA orders, ESA orders)
* Experience with corporate searches (e.g. Bankruptcy Act, PPSA)
* Experience with private mortgages
* Needs to have vehicle and driver’s license to do banking and deliveries/pick-ups from local law firms
* Excellent computer skills and fast typing speed

Details:

* Job Type: Full-time
* Salary: please inquire
* Start date: in 1-2 weeks

If you are interested in this position, please send your resume to: ntenev@cowanandcarter.com We thank you for your interest. Only those applicants selected for an interview will be contacted.

Nick Tenev

Lawyer | Cowan & Carter