We are hiring a permanent full-time Real Estate Legal Assistant for our family owned law office in Barrie.

**Responsibilities:**

* Assist with all aspects of the closing of residential and/or commercial purchases, sales and refinances.
* Preparing of correspondence and closing documents.
* Performing Title Searches.
* May include maintaining Corporate records and minute books.

**Requirements:**

* Minimum 2 years experience in real estate law or equivalent.
* Strong attention to detail, with excellent organizational and time management skills.
* Law Clerk Diploma is an asset but not a requirement.
* Experience with Conveyancer/Unity, Teraview, PCLaw, Word and Outlook is an asset.

Please fax your resume to 705-726-1463 or email to [bruceowen@owendickey.com](mailto:bruceowen@owendickey.com).