



Real Estate Clerk

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.

Do you want to work for the first B-Corp certified law firm in Ontario and feel a sense of purpose in your work?

We have a challenging position available within our dynamic and growing firm. We are recruiting a Real Estate Clerk to assist one of our Partners, Jennifer Craddock and her team.

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, Assistants and Lawyers, he/she will be responsible for handling legal and administrative work related to real estate transactions and matters. The successful candidate must have a solid working knowledge of title searching, conveyancing, and work extensively with Teraview. A great attitude and emphasis on client experience are 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 Law Clerk and be proficient in standard office software and equipment. Being a graduate from a recognized Law Clerk program is an asset. Excellent time management and computer skills are a pre-requisite. Program specific IT training will be provided through our in-house IT staff, as required, on an ongoing basis.

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

Closing Date: May 7, 2021

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.

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