



Real Estate Clerks

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 Real Estate Clerk positions available within our dynamic and growing firm.

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 and Unity. 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 Unity, 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 2 years of relevant experience as a Real Estate Clerk and be proficient in standard office software and equipment. 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.

We offer a competitive compensation package including a group benefit plan, 10 paid sick days and vacation plan. As well a pension plan upon completion of two years of full time employment.

Please forward your cover letter and resume to hr@barristonlaw.com

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 our Human Resources Department.

No telephone calls or agencies please.

We appreciate your interest in this position, however only successful candidates will be contacted.