

Position: Legal Assistant

Department: Real Estate

The Legal Assistant in the Real Estate department provides administrative support in the completion of commercial and residential real estate transactions and wills and estates. The Legal Assistant is responsible for coordinating a variety of administrative procedures to ensure a high standard of quality and customer service.

### Key Responsibilities

- Preparation and initial drafting of correspondence including editing and quality assurance
- Prepare precedent based documents as needed
- Title sub-searching and preliminary review of title searches
- Preparation of Wills, Powers of Attorney and Estate documentation
- Coordinate workflow and assist lawyer in prioritizing and following up on outstanding items
- Coordinate external and internal communication including mail, e-mail, fax and telephone calls
- Prepare client files for closure and storage
- Daily preparation of docket and preparation of accounts
- Coordinate and organize meetings, conference calls and maintain agenda
- Assist with other projects as required

### Qualifications

- Office Administration – Legal or Law Clerk diploma from recognized post-secondary institute or suitable combination of education and experience
- Strong working knowledge of MS Office suite (Word, Excel, Outlook, PowerPoint)
- Working knowledge of Conveyancer and Teraview
- Strong verbal and written communication skills
- Experience preparing and editing correspondence
- Minimum two years of experience would be considered an asset

### Skills Required

- Ability to plan, organize and prioritize job tasks in order to meet tight deadlines
- Ability to respond effectively and professionally to changes in schedules and priorities
- Ability to ensure consistent attention to details
- Ability to work independently within a team environment
- Ability to exercise discretion when dealing with sensitive information
- A positive, supportive and professional attitude

Interested applicants should forward their resumes to [careers@perlaw.ca](mailto:careers@perlaw.ca).



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