



August 1, 2021

Re: REAL ESTATE LAW CLERK WANTED

My name is Nathan Prince and I am sole practitioner practicing in the areas of Residential Real Estate, Personal Injury, and Employment law. I am looking for a part-time or full-time (negotiable) real estate law clerk to assist me with my Real Estate practice. I am open to a flexible working arrangement and would consider both part-time and full-time applications. The ideal candidate will have 3-5 experience and be proficient in managing real estate closings from start to finish. I use Unity; however, I would be open to switching to LDD if you are more familiar with that platform. Knowledge of Cosmolex (practice management/account software) is a bonus, but not necessary.

I am looking for a someone who is self-motivated, has the ability to work on their own, is exceptionally organized, has the ability to multi-task, and can juggle the volume associated with a real estate law practice. Being in the service industry, client service skills are mandatory and having a professional and friendly demeanor with counsel, lenders, and clients is a must.

While not a necessary component of the job, if you are entrepreneurial in nature and would be interested in the business side of law, I would be happy to involve you in those aspects of the firm. Likewise, if you desire exposure to other areas of law that I practice, I would be happy to have you assist on personal injury and employment files.

JOB RESPONSIBILITIES:

- Full-time or Part-time, as negotiated;
- End-to-end handling of residential purchases, sales, and refinances using Unity or LDD;
- Opening, inputting, and closing files in Cosmolex (training to be provided if you are not familiar with Cosmolex);
- Professional and timely communication with counsel, lenders, and clients;



- Management of calendars and meetings;
- Drafting requisitions;
- Performing title and off-title searches;
- Preparing instruments and other documentation in Teraview;
- Preparing reporting letters to clients;
- Preparation of all closing documentation;
- Post-closing transaction administration;
- Other various duties as applicable.

JOB REQUIREMENTS

- A diploma/degree from a relevant legal program or equivalent experience;
- 3-5 years experience with a residential real estate law firm;
- Proficiency with Teraview;
- Proficiency with Unity or LDD;
- Proficiency with Microsoft Office products (Word, Excel, Outlook);
- Outstanding time management and multi-tasking abilities;
- Exceptional written and verbal communication skills;
- Ability to work independently;
- Knowledge of Cosmolex an asset, though not necessary.

START DATE: October 2021 (flexible)

SALARY: To be negotiated based on experience

JOB TYPE: Part-time/Full-time as negotiated

HOW TO APPLY: Email resume/cover letter to nathan@princelaw.ca