

FODEN, DOUCETTE & COWLEY, LLP

Barristers, Solicitors, Notaries

Foden, Doucette & Cowley, LLP is seeking an **Associate Lawyer** to join our firm. The position is full-time and office centric. The successful candidate will find themselves in a collegial environment comprised of lawyers, law clerks and support staff working together to provide quality legal services to our clients.

The ideal candidate will have experience in Residential Real Estate, Corporate Law, and Estate Planning. Knowledge of Commercial Leasing, Commercial Real Estate, and Private Mortgages would be beneficial.

You will be independent, with the ability to effectively manage time and set and meet client objectives. You must be organized, disciplined, with the ability to communicate effectively with a broad range of people. A person who is personable, works well with others, and ‘reads between the lines’ will do well.

Responsibilities and Duties:

- Taking instructions from clients (and asking the right questions) to draft and execute Wills and Powers of Attorney, and other estate planning documents;
- Working with clients, and overseeing our Law Clerks to close Real Estate Matters including Purchases, Sales, and Mortgages;
- Taking instructions from clients to assist in Incorporations, Dissolutions, and other corporate matters such as business sales, share purchase agreements, corporate updates; corporate reorganizations, or shareholder agreements;
- Knowing your responsibilities under the Rules of Professional Conduct;
- Docketing in accounting software for billing; and
- Communicate effectively with clients, colleagues, and others.

Requirements:

- Active member in good standing with the Law Society of Ontario;
- Law degree from a recognized Institution instructing in Canadian Law with excellent academic credentials;
- Ability to manage multiple priorities and work under pressure;
- Strong attention to detail and organizational skills;
- Excellent written and verbal communication skills;

We offer competitive compensation in a long-established, supportive environment where you have the opportunity to grow.

To apply, please submit your application and resume to info@fdclawfirm.ca.