

Job Title: Law Clerk

Company: Law in Motion Professional Corporation

Location: Bowmanville, ON (in person only)

Experience: 5 years in corporate law and real estate law

Law in Motion Professional Corporation is seeking a highly motivated and experienced Law Clerk with a minimum of 5 years of experience in corporate and real estate law to join our dynamic team. The ideal candidate will be detail-oriented, have excellent communication and organizational skills, and be able to work independently and as part of a team.

Responsibilities:

- Provide support to lawyers in the corporate and real estate departments
- Conduct legal research and draft legal documents, such as contracts and corporate governance documents
- Manage client files and assist with the preparation of legal materials for minute books and client meetings
- Keep abreast of changes in laws and regulations relevant to corporate and real estate law
- Communicate effectively with clients, lawyers, and other parties involved in legal matters

Requirements:

- Law clerk diploma
- 5 years of experience in corporate and real estate law
- Excellent legal research and writing skills
- Strong attention to detail and organizational skills
- Ability to work independently and as part of a team
- Excellent communication skills, both verbal and written
- Knowledge of Microsoft Office Suite

We offer a competitive salary as well as a positive and supportive work environment. If you are a motivated and experienced Law Clerk looking for a challenging and rewarding opportunity, we encourage you to apply.

To apply, please submit your resume and cover letter to [melanie@lawinmotion.ca](mailto:melanie@lawinmotion.ca).