

We are looking for a well-organized, self-starter with strong time-management skills who has the ability to work well independently while also being a team player.

Responsibilities include (but are not limited to):

- Independently manage real estate transactions from beginning to end (Purchase, Sale and Refinance transactions);
- Draft and review closing documents and prepare reports;
- Ongoing verbal and written communication with lawyers, law clerks, and clients.

A successful candidate will have the following qualifications:

- A minimum of 2 years of Real Estate Law Clerk experience in Ontario - completing all stages of residential real estate and loan transactions;
- High level of proficiency in Microsoft Office, Teraview and Unity; as well as the ability and willingness to learn new technology as required;
- Strong verbal and written communication skills;
- Ability to prioritize tasks, stay organized and pay close attention to detail; and
- Commercial property experience an asset.

If you are interested in applying to this opportunity please forward your resume in confidence via email only to

bphillips@strikephillips.ca.