

TURNER, WINTER

BARRISTERS & SOLICITORS

Douglas Turner Q.C. | Trevor Winter

An Association of Douglas Turner Q.C. Professional Corporation and Trevor Winter Professional Corporation

Turner Winter Law Firm Is Seeking A Full-Time Law Clerk For Our Office.

Our small office has been serving the Uxbridge and surrounding community for over 50 years in the areas of Real Estate, Corporate/Commercial, Wills/Estates/Trusts, and Civil Litigation. As with many businesses our firm has been adapting to the many changes which have been presented to us. Our office is looking to replace one of our senior real estate law clerks who will be retiring early in 2022. We are seeking an individual who is ready to part of a small team that works through collaboration and open communication to serve our clients. We are looking for an individual who has experience with Real Estate, Mortgages, Wills, Estates & Trusts.

Duties/Responsibilities:

- End-to-end handling of residential real estate purchases (and some commercial purchases/sales), sales, refinances using Unity or LDD and the Teraview system;
- Opening, closing files, and general data entry on PC Law
- Ability to communicate with clients, lenders, and counsel clearly and professionally
- Ability to properly draft requisition letters and submit them on time
- Management of office calendars

- Prepares various types of correspondence with parties of the assigned file.
- Prepares, files, and delivers a variety of legal documents including affidavits, and pleadings.
- Client intake and file opening procedures
- Proofreading, formatting and editing drafts of legal documents
- Preparing emails, letters and faxes on behalf of lawyers and staff
- Assisting lawyers in preparing for transactional closings; completing many administrative tasks associated with legal transactions
- Obtaining due diligence materials such as corporate certificates of good standing, real estate and title information and security filings
- Maintains calendar by entering and updating requirements, court dates, and meetings
- Protects firm's reputation by keeping client information confidential
- Updates job knowledge by participating in continuing educational opportunities; reading legal publications; maintain personal networks
- Performs other related duties as assigned.

Required Skills/Abilities:

- 3 – 5 years' experience with residential real-estate (some commercial experience would be an asset);
- Proficiency with Teraview;
- Proficiency with Unity;
- Proficiency with Microsoft Office products including Word, Outlook and Excel;
- Outstanding time-management and multitasking abilities;
- Exceptional written and verbal communication skills;
- Ability to work independently as well as part of a team;
- Excellent interpersonal skills in a variety of situations.
- Excellent work ethic.

Education and Experience:

- A diploma/degree from a relevant legal program or equivalent experience

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift a box of paper or equivalent.

Start Date:

February 2022 (Flexible)

Salary:

To be negotiated based on experience

Job Type:

Full-time/Part-time as negotiated

Please Submit Applications By November 19, 2021 At 5:00pm To:

Email: trevor@turnerwinter.com