



Hunter & Woodford

Barristers, Solicitors and Notaries Public

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Real Estate and Corporate Law Clerk

Key Responsibilities:

Real Estate

- Handling residential real estate files from file opening to reporting - purchases, sales, and mortgage refinances.
- Preparing private mortgage files for lender clients, including 9D and 9E forms.
- Completing title searches and off-title searches as required.
- Obtain and review title insurance policies and endorsements.
- Effectively interacting and communicating with clients and other staff, banks, brokers offices, real estate agents in a timely manner.
- Preparing reporting letters and accounts to clients following completion of files.
- Maintaining organized files within a high-paced environment.
- Perform ancillary duties and administrative tasks as required.

Corporate

- Prepare and file articles and corporate documentation relating to simple/complex incorporations, partnerships, organizations, amendments and dissolutions.
- Prepare and maintain corporate records and minute books, including by-laws, resolutions, registers and ledgers, and annual corporate filings.
- Conduct corporate and trademark searches.
- Organize and prepare signature packages using our firm's legal and e-signature software.
- Engage in telephone and e-mail communications with clients and third parties for the collection of information, review of client instructions and provision of status updates.
- Provide administrative support to the firm's lawyers.

Requirements:

- Keen eye for detail and strong time management skills.
- Exceptional computer skills, particularly with MS Office.
- Proficiency in Teraview and Lawyer Done Deal / Unity as well as FastCompany.
- Able to work independently, multitask and prioritize.
- Be exceptionally detail-oriented and work in a fast-paced but supportive environment.
- Experience in real estate transactions, including private mortgage lending.
- At least three years' relevant experience.
- Driver's Licence and a vehicle.

Education and Experience:

- Law Clerk Diploma, or working towards it, from an accredited college is strongly preferred.
- 3+ years of experience working in as a real estate clerk or assistant (required) and corporate law clerk or assistant (asset).

Job Type: Full-time

Salary: Commensurate with experience

Hours:

- Monday to Friday - 9:00 am to 5:00 pm (40 hours per week) with the understanding that there may be overtime when required together with an opportunity for 'flex-time' and/or work from home.

Workplace & Covid-19:

- Our systems and technology enable effective operations and collegial interaction within our team in both a virtual environment (working from home) and from the office.
- We will ensure that if you are working from home, you are provided with reliable technology and IT support as well as regular interaction with and feedback from supervisors and peers.
- Our office is located at 19 William St. in Paris, Ontario.

We are looking for the ideal person to fit with our strong team. Our culture is supportive of a collaborative team environment and is offering a competitive compensation package to the successful candidate. If you believe you have the skillset and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to: robert@hunterwoodford.com

Confidentiality in the application process is assured.

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.