

# TREPANIER VERITY LLP

BARRISTERS & SOLICITORS

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## **Real Estate Clerk Position**

### **Key Responsibilities:**

- Taking a lead role from file opening through to reporting on real estate purchases, sales, and mortgage refinances.
  - Communicating with clients, staff, banks, insurance agents, mortgage brokers, and real estate agents.
- Maintaining organized files and meeting timelines in a high-paced environment.
- Attending to other office duties as required.

### **Requirements:**

- Keen eye for detail and strong time management skills.
- Proficiency in Word, Outlook, Conveyancer (Unity), and Teraview/ Terranet .
- Able to work independently for several lawyers prioritizing the multiple files assigned to you.
- Experience in real estate transactions

### **Education and Experience:**

- Law Clerk Diploma, or currently attending a program.
- Alternatively, at least 3 years of experience working in as a real estate clerk or assistant.

**Job Type:** Full-time

**Salary:** Commensurate with experience. Medical and dental benefits as well as a Pension Plan are available

**Hours:** Monday to Friday - 9:00 am to 5:00 pm

### **Workplace & Covid-19:**

- Our Offices located at 63 Charlotte Street, Brantford and are by appointment only, they permit social distancing between workstations and clients meeting rooms. We insist that masks be worn by all when clients are present.
- We are set up to permit staff to work from home if circumstances or health authorities require it.

Please send a letter applying for the position along with your resume and compensation expectations to:

[alangiles@trepanierverity.com](mailto:alangiles@trepanierverity.com)

Confidentiality in the application process is assured.