

JOB DESCRIPTION

Position Title: Condominium Clerk

Reporting To: Manager, Human Resources

Position Type: Full-Time, Permanent

Torkin Manes LLP is a vibrant, growing, medium-sized full-service law firm located in downtown Toronto. Our 100+ lawyers practise in all areas of business law and litigation. Torkin Manes is ranked as the #1 Ontario regional law firm by *Canadian Lawyer* and is consistently ranked as one of Canada's top Regional law firms by *Chambers Canada*. Our consistent top rankings are a testament to our client service ethic, commitment to the legal profession, and success in our areas of practice.

We are seeking a Condominium Clerk to join our talented team of real estate lawyers and staff for our Commercial Real Estate Group's growing condominium development practice.

Responsibilities:

- Administer condominium purchaser deposits and preparation of deposit receipts/confirmations
- Preparation of monthly deposit reports and reconciliations for Tarion and deposit insurers
- Administer releases of deposits into project
- Handle purchaser counsel inquiries
- Draft and coordinate required documents, statements of adjustments, memoranda and communication with purchasers' counsel for occupancy and final closings
- Liaise with clients and project teams with respect to project matters, including registration of condominium and post-condominium registration title registrations
- Handle occupancy and final closings
- Coordinate discharges of mortgages with lenders and deposit insurers
- Prepare condominium organizational documents and turnover/post-turnover documents
- Conduct title/off-title searches
- Draft various internal and external correspondence
- Deal with other aspects of condominium projects
- Other duties as assigned, which may include those relating to subdivision projects and general real estate matters

What You Offer:

- Minimum of 5+ years of experience in real estate and condominium work
- Law Clerk Diploma required
- Strong technical skills in Teraview, Unity, LawyerDoneDeal, MS Word, Excel, and Outlook, as well as other applications used for condominium and subdivision projects
- Excellent oral and written skills
- Strong multi-tasking skills, with the ability to manage conflicting priorities, while respecting tight deadlines
- Operates with a high degree of accuracy and has strong attention to detail
- Takes initiative and possesses well-developed organizational and time management skills
- Ability to discretely handle highly confidential information

Success in this role means:

- Having a strong client service approach
- Resourceful. Strong problem-solving skills
- The ability to meet tight internal and external deadlines while managing multiple projects and competing with demands for resources
- Extreme accuracy and attention to detail
- Being a self-starter with the ability to work in a collaborative, team-based environment. Demonstrates the ability to share knowledge with others in a clear and concise manner
- Ability to be flexible with regards to hours during busy periods to meet the demands of the role, especially during periods of occupancy and final closings
- Discretion and confidentiality is essential to this role and required at all times

What We Offer:

- Competitive base salary
- Comprehensive benefit and insurance plans, with HSA
- RRSP plan with employer contributions
- Fitness Benefit
- Education assistance

If you are motivated and looking to excel, please submit your resume in confidence to:

HR@torkinmanes.com

Torkin Manes LLP is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Torkin Manes is proud to provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible by reaching out to hr@torkinmanes.com, and we will work with you to meet your accessibility needs. We welcome applications from all qualified candidates. We thank all those who apply. However, only those selected for an interview will be contacted.