

## **JOB DESCRIPTION**

**Position Title: Leasing Law Clerk**

**Reporting To: Human Resources Manager**

**Position Type: Full-Time, Permanent**

Torkin Manes LLP is a vibrant, growing, medium-sized full-service law firm located in downtown Toronto. We are proud to have been recently recognized as the #1 ranked Ontario regional law firm by *Canadian Lawyer*. Our 100+ lawyers practice in all areas of business law and litigation.

We are currently looking for a Leasing Law Clerk to join our team!

### **Position Summary:**

The Leasing Law Clerk is a new role within our growing Real Estate Group and is responsible for assisting our Commercial Leasing Lawyers in supporting our clients (developers, lenders, property and asset managers, landlords, and tenants) with all types of office, industrial, and retail commercial leasing matters.

### **Responsibilities:**

- Review, draft, and amend commercial lease documents, including leases, subleases, offers to lease, amending agreements and other ancillary lease documents
- Co-ordinate lease due diligence projects
- Prepare and/or register notices of lease, short forms of lease and other lease-related title documents
- Effectively liaise and handle commercial lease negotiations from beginning to end with the assistance of a supervising lawyer
- Negotiate a wide array of commercial leasing documents.
- Obtain and summarize information, report on status of leasing matters.
- Assist in developing creative solutions to appropriately move leasing transactions forward and sustain competitive advantages for our clients

### **What You Offer:**

- Minimum of 8+ years of related experience, in a law firm or an in-house leasing department
- Law Clerk Diploma required
- Strong technical skills in Conveyancer, MS Word and Outlook
- 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 research, investigative and 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.
- 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](mailto:hr@torkinmanes.com)

*Torkin Manes LLP is a proud member of the Law Firm Diversity and Inclusion Network (LFDIN) and an employer partner of the Canadian Centre for Diversity & Inclusion (CCDI). We are 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, we provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please contact Nazli Ghafoori, HR Manager, by email at [nghafoori@torkinmanes.com](mailto:nghafoori@torkinmanes.com) or by phone 647-417-5311, and we will work with you to meet your accessibility needs.*