

JOB DESCRIPTION

Position Title: Real Estate Assistant (to the Law Clerks)

Reporting To: Manager, Human Resources

Position Type: Full-Time, Permanent

Position Summary: Torkin Manes LLP is seeking a Real Estate Assistant (to the Law Clerks) to join our talented team. The Real Estate Assistant is responsible for (but not limited to) accurate and efficient processing of general administrative tasks within the real estate department. Performs administrative and clerical duties to the real estate law clerk group. Ensures duties are completed and delivered accurately and in a timely manner.

Responsibilities:

- Provides administrative support to the real estate law clerks, completing a variety of administrative and clerical duties, which includes scanning, faxing, binding, copy-typing, creation of file folders and other administrative duties.
- With direction from a law clerk, performs administrative tasks related to commercial and residential transactions, including prepare and process off title searches.
- Obtains parcel registers and registered title documents through Teraview.
- Creates, reviews and proofreads correspondence, reports, memos, charts, forms and other items, ensuring accuracy and completeness.
- Maintains tickler systems to monitor key dates for task management.
- Prepares chequing and wire documentation and attends bank to deposit funds and certified cheques.
- Schedules and confirms appointments and meetings, as necessary.
- Arranges couriers and deliveries ensuring time-sensitive material is managed effectively.
- Creates and maintains files within the real estate department.
- Dead suits files. Reviews and eliminates unnecessary or outdated real estate materials, sending inactive materials to storage.

Other:

- Assist with special projects as required.
- Other duties as assigned.

What You Offer:

- Diploma in legal administration or other office related experience.
- 1 - 3 years' experience working within the real estate practice area (law firm experience preferred).
- Ability to type 50 words per minute.
- Strong multi-tasking skills, with the ability to manage conflicting priorities, while respecting tight deadlines.
- Possesses well developed verbal and written communication skills. Able to work with a variety of individuals providing quality service at all times.

- Operates with a high degree of accuracy and has strong attention to detail.
- Takes initiative and possesses well-developed organizational and time management skills.
- A team player, with the ability to build relationships and provide strong customer service.
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Proficiency using Teraview and Conveyancer is an asset.
- Ability to adapt to new technology.
- Possesses good judgment and responds well to constructive feedback.
- Ability to discretely handle highly confidential information.
- Willingness to learn workflow schemes and in-house processes.
- Familiarity working within a DMS system is an asset.

Success in this role means:

- Has 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
- Detail oriented
- A self-starter with the ability to work in a collaborative, team-based environment
- Demonstrated ability to share knowledge with others in a clear and concise manner
- A team player, able to work with others in a deadline driven environment
- Exercises discretion and ability to keep matters confidential 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

About Us

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.

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.