

JOB DESCRIPTION

Position Title: Real Estate Law 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 looking for a Real Estate Law Clerk to join our talented team!

Duties & Responsibilities:

- Manage and complete purchase and mortgage files
- Commercial/residential purchases, sales, mortgages, refinancing, lending
- Conduct title/off-title searches
- Draft and coordinate documents required for closing
- Drafting of various internal and external correspondence

What You Offer:

- Minimum of 5+ years of experience of related experience
- 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
- 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
- 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

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.