

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 Residential/Commercial Real Estate Law Clerk to join our team!

Key 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 3+ 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

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 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 or by phone 647-417-5311, and we will work with you to meet your accessibility needs.