

MCCARTER GRESPAN is the leading business law boutique firm in the Region of Waterloo. Our Firm has achieved ongoing success and rapid growth by focusing on building a team of highly skilled and experienced corporate, real estate and condominium legal specialists who are dedicated to meeting and exceeding the increasingly complex needs and expectations of our clients.

To support our continued growth, we require a ***Real Estate Reporting Clerk*** to provide support to our Real Estate Department.

Responsibilities include:

- Taking direction from Real Estate lawyers and Law Clerks;
- Preparation of report letters/closing books;
- Respond to post-closing undertakings;
- Printing, scanning copying, filing and other organizational tasks;
- File opening and closing;
- Reviewing and efilings emails and documents;
- Perform ancillary duties and administrative tasks as required.

The ideal candidate should possess:

- A University degree;
- Completion of a post-secondary/college program which is legal/administrative in nature;
- 1-2 years of experience working in a legal real estate position;
- Full understanding of real estate transactions and reporting;
- Diplomacy and tact;
- Exceptional time management;
- Strong organizational and scheduling skills;
- Proficiency in Microsoft Office suite, including advanced knowledge of Microsoft Word and at least 50 wpm keyboarding speed;
- Experience working in Unity and Teraview;
- Ability to manage and execute multiple assignments concurrently in a fast-paced and demanding work environment;
- Ability to work independently and follow instructions accurately.

Job Type: Full-time

Job Closing: February 10, 2025

We are looking for the ideal person to fit in well with our strong Real Estate team.

Our culture is supportive of a collaborative team environment and is offering a competitive compensation package to the successful candidate. If you believe you have the skillset and experience to succeed in this role, please submit a cover letter supporting your qualifications along with your resume and your compensation expectations to:

Elaine Thomson, Manager, Legal Operations
email: ethomson@mgbwlaw.com