

**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.

As we continue to grow, we require an energetic and focused individual to join our Real Estate team in the role of *Real Estate Law Clerk*.

### **Key Responsibilities**

- Handle all aspects of Real Estate files with minimal supervision
- Review agreements of purchase and sale and conduct appropriate searches, including off-titles
- Evaluate and summarize search results and identify issues
- Draft transaction documents for purchase, sale and financing of residential property
- Prepare draft requisition letters and responses
- Attend meetings with clients to receive instructions, review documentation, have documents signed and report on status
- Liaise with clients, counsel, financial institutions, title insurance companies, land registry offices, etc.
- Raise potential issues to the attention of lawyer or senior law clerk
- Obtain and review title insurance policies and endorsements
- Attend closing of transactions and electronic registration of title documents
- Assist in transactions relating to zoning matters and land development
- Prepare and assemble closing books
- Attend to maintaining files and records in accordance with Firm procedures
- Perform ancillary duties and administrative tasks as required
- Other duties as assigned

### **Experience/Skill Set**

- Law Clerk Diploma (or equivalent)
- 5+ years of law clerk experience in real estate required
- Keen eye for detail and strong time management skills
- Exceptional computer skills, particularly with MS Office. Proficiency in the Ontario electronic land registry system (specifically Teraview) and Conveyancer (or Unity)

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](mailto:ethomson@mgbwlaw.com)