

Real Estate Legal Assistant

Serving Windsor-Essex since 1920, the McTague Law Firm LLP remains one of the most pre-eminent and established law firms in the area, providing a wide range of legal services to a broad range of clients. We pride ourselves on our client relationships and our ongoing involvement in our community, providing support and services to a number of partners, charities, and not-for-profits. Our team works hard to provide exceptional service, helping our clients to navigate an increasingly demanding and complex legal environment. As a result, our team members are consummate professionals, and we are proud of their contributions to our firm.

We are currently looking to add to the team a **Real Estate Legal Assistant** who will be working with the lawyers in the Business Law Group.

Key Requirements

- Three (3) or more years of law firm experience specifically in Real Estate Law (residential and/or commercial)
- Law Clerk, Paralegal, or Legal Assistant Diploma preferred, but not mandatory.
- A comprehensive understanding of legal terminology and knowledge of applicable rules and regulations.
- Confidently able to manage files from beginning to end of transactions including purchase and sales, mortgage financings, re-financings, title clean-up, conducting due diligence searches in connection with real estate acquisitions, reviewing title searches, registering documents and drafting and responding to requisitions.
- A high proficiency in MS Office (Outlook, Word, Excel) and Document Management software.
- Proficiency in Teraview, Lawyer Done Deal, and Unity also an asset.
- Exceptional technical skills in file organization and documentation including: preparing, amending, editing, comparisons/track changes and database entry.
- Excellent communication skills, both written and verbal, including the ability to deal with clients and all levels of staff.
- High attention to detail and diligent proofreading skills.
- Ability to work efficiently in a busy office, independently and in a team environment, within tight timelines.

Key Responsibilities

- Preparing and reviewing legal documents such as purchase, sale, mortgage and commercial loan documents, registration of documents and preparation of reporting letters to ensure they are in proper format (complete file management).
- Knowledge of real property taxation and utilities payment schedule in order to assess outstanding arrears to be paid before/on closing.
- Able to review all corporate searches, PPSA searches, and title and off-title searches.
- Preparing various accounting forms required for closings.
- Completing authorizations for withdrawal account forms to have registration fees and online registration fees disbursed to client.

- Processing accounts, including entering/proofing dockets, preparing retainer letters, sending invoices, and following-up with clients.
- Coordinating meetings, preparing agendas, tracking documents and deadlines.
- Scheduling appointments and maintaining calendars.
- Handling incoming paper mail and email.
- Maintaining detailed filing system (electronic and physical).

What We Offer

- Competitive compensation package based on years of service entering the firm, including health and dental benefits, and an RRSP matching program.
- Paid time off including three (3) weeks' vacation minimum and ten (10) personal/sick days.
- Use of advanced and forward-looking technology.
- The ability to work on a diverse range of files with a multitude of clients.

Qualified candidates are asked to submit their application to resume@mctague.law .

Please visit www.mctague.law for more information about our firm.

We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted.