

Job offer

Real Estate Legal Assistant

You are a motivated and organized individual who enjoys working individually and as part of a team? You have experience in a legal or office setting? We want to meet you! We are recruiting a real estate legal assistant for a one year contract with the possibility of thereafter joining our dynamic and motivated team on a permanent basis.

Here is an overview of the variety of stimulating responsibilities that are waiting for you:

- Supporting lawyers in preparing purchase, sale and refinance files;
- Using problem-solving skills on a daily basis to help lawyers find creative solutions to our client's legal issues;
- Communicating with clients throughout all steps of a file;
- Helping lawyers manage their schedules;
- Determining, documenting and complying with any limitation dates;
- You will have the flexibility of working from the office or home depending on the nature of the files;
- We organize quarterly team building activities;
- We try to close the office early on Fridays whenever possible; and
- We offer group benefits, vacation and paid sick leave.

Does this sound interesting to you? Here is what an ideal candidate looks like:

- Having 1-2 years' experience in a legal setting and assisting in real estate files;
- Organized, resourceful and self-sufficient;
- Experience with the public and customer service;
- Able to manage and prioritize competing demands;
- Knowledge of Word, Excel, Adobe software and knowledge of LawyerDoneDeal, Teraview (would be an asset);
- Previous experience with ESI Law would be ideal;
- An ability to create order in a fast-paced environment;
- Excellent oral and written abilities in both French and English;
- An ability to document knowledge and then share that in a meaningful way; and
- A love of feedback! Both in terms of giving and receiving.

Thank you for your application and we truly value your time; however, only selected candidates will be contacted. All applications will be kept confidential.

We offer competitive compensation between \$45,000 and \$55,000 per year, or based on your years of experience, and we offer generous medical and dental group benefits. Please address your cover letter and CV to Kim Lanthier (kim@reitanolaw.ca) by no later than August 6, 2024.