

Boost Legal Support

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Junior Real Estate Paralegal / Legal Assistant

Description

Our client, a boutique downtown law firm is looking for a full-time junior legal assistant who has experience working in the area of **real estate**.

Knowledge/Experience

- Have good Microsoft Word and Outlook skills;
- Must be able to draft correspondence and documents, manage calendars, schedule meetings and keep files organized;
- Communicate in a professional manner with lawyers, clients and other team members;
- Have strong organizational skills with high attention to detail and accuracy;
- Have the ability to work well under pressure and meet tight timelines and deadlines.

Legal Specific

- Graduated with a legal assistant diploma at an accredited school;
- A minimum of 1 year's experience working in **real estate**;
- Working knowledge of Conveyancer or Lawyer Done Deal software is an asset, but not required;
- Knowledge of a legal accounting program such as Aderant, Esilaw and/or PCLaw.

As a junior assistant, you should have some experience:

- Working on a real estate transaction (purchase and sale) from start to finish;
- With the preparation of documents for various types of real estate transactions;
- Drafting and preparing a Statement of Adjustments;
- Performing due diligence searches, including PPR.

We thank all applicants interested in this position; however, only qualified candidates will be contacted for an interview.

Hiring organization

Boost Legal Support

Employment Type

Full-time

Industry

Real Estate

Job Location

Calgary

Date posted

November 22, 2019