

Siskinds is one of Southwestern Ontario's leading law firms. We are a team of over 230 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

## **Real Estate Law Clerk – Full-time**

This position will require you to provide support to the Real Estate team. The work will involve conducting title searches, preparing mortgage and closing documents, coordinating with clients, lenders and other law firms, generally attending to the preparation, closing and reporting of real estate transactions, and related administrative duties.

Our ideal candidate will have post-secondary education (eg. Law Clerk Diploma, or Paralegal Diploma) and will have 5-10+ years' relevant experience.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical). Attention to detail is also imperative.

You will work well both independently and within the team setting. You enjoy a fast-paced, multi-tasked and deadline driven environment.

The following skills and attributes are also essential:

- Above average interpersonal skills
- Strong organizational skills with the ability to be proactive and follow through
- Real estate experience is required
- Experience with Conveyancer is an asset
- Superior communication skills (both verbal and written)
- Detail-oriented
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills
- Strong keyboarding/computer skills (primarily Word and Outlook)

We are a truly a cohesive team, and as such, being a team player as well as having a strong technical ability and positive attitude will make you a top runner, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities

throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at [www.siskinds.com](http://www.siskinds.com)

**Please email your resume** quoting "Real Estate Law Clerk" and "Your Name", in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com). Deadline for submissions is Friday August 13, 2021.

**Contact Information:**

Siskinds, London Head Office

Attention: Human Resources, 680 Waterloo Street, P.O. Box 2520

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