

## COMMERCIAL / AGRICULTURE CONVEYANCER

### Discover Work-Life Balance at Our Small-Town Law Firm

We are looking for an experienced conveyancer for our Commercial / Agriculture Real Estate Department.

#### Why Join Us?

- **Work-Life Balance:** At our firm, we understand the importance of maintaining a healthy work-life balance. You'll have the opportunity to pursue your conveyancing career without sacrificing precious time with family and friends.
- **Community Connection:** Embrace the warmth and camaraderie of small-town living while making a real difference in the lives of residents of the communities we support. Our firm is deeply rooted in the community and offers the chance to build lasting relationships both inside and outside the office.
- **Easy Commute:** An easy commute to Morinville from any of the surrounding communities (Sturgeon County, St. Albert, Legal, Gibbons, Parkland County, Bon Accord, Westlock County).

#### Our Firm

Putnam Law LLP is a general practice law firm proudly serving Morinville, Sturgeon County, St. Albert, Gibbons, Legal, and surrounding areas. We have been practicing in the community since 1996 and have a well-established client base. We are involved in our neighboring communities and strive to excel in our goal of being “Your Neighbour, Your Lawyer”.

Responsibilities include:

- Receive, review, and prioritize transaction documents
- Organize, draft, review, and prepare correspondence and documents relating to the commercial or agricultural conveyancing transactions
- Perform and review searches including title searches, corporate searches, and PPR searches
- Communicate with clients, realtors, lenders, and other counsel
- Prepare interim and final reports for clients and lenders

Qualifications:

- Legal Assistant Diploma
- Minimum 2-3 years of experience in commercial or agricultural conveyancing, managing files from start to finish
- High attention to detail and organization
- Excellent prioritization skills
- Excellent interpersonal and communication skills
- Reliable and able to work independently
- Experience with real estate software

Benefits:

- RRSP/TFSA monthly contributions
- Health Spending Account

If you're ready to embrace a fulfilling career in a supportive small-town environment, we invite you to apply and discover the rewarding opportunities that await you at our firm. Send your resume and cover letter to [careers@putnamlawllp.ca](mailto:careers@putnamlawllp.ca) and take the first step towards achieving the work-life balance you deserve.