

Are you passionate about the legal field and ready to make a meaningful impact? Do you thrive in a fast-paced, collaborative environment? If so, we want you on our team!

Maple Legal Services is looking for a Legal Assistant/Paralegal to join our team to assist lawyers practicing in the areas of Residential and Commercial Real Estate, Banking, Commercial Lending, Business Transactions, and Corporate Law.

This role is on site and includes the preparation of legal documents and correspondence, responding to inquiries, and have a broad and thorough knowledge of concepts and principles are essential to this role.

Key Responsibilities

- Conduct thorough legal research and analysis
- Draft and review legal documents, including preparing legal documents and correspondence
- Maintain an electronic document filing system
- Review Real Estate and Financing Contracts for pertinent information such as closing requirements and managing important dates
- Draft, prepare and organize documents required to complete residential and commercial sale and purchase transactions and financing transactions
- Comprehensive review of lender instructions to determine funding requirements and the ability to draft security documents
- Manage all Land Titles Office and Personal Property Registry registrations and filings
- Effective communication skills to communicate effectively with clients, lenders, lawyers, and realtors independently
- Demonstrate a high level of professionalism, confidentiality, and discretion in dealing with clients and other stakeholders

Education and Experience

- Recognized 2-year Legal Assistant or Paralegal Diploma
- 1 year of real estate experience in a paralegal role
- Advanced Microsoft Office skills
- Pro-active and Independent
- Motivated and Driven
- Excellent organizational skills with strong attention to detail
- Excellent time management, multitasking and prioritization skills
- Strong critical thinking skills, including the ability to set priorities

To Apply: Please send your resume to archanamalhotra@fluidhr.ca Only those candidates that are considered for an interview will be contacted.