

Conveyancing Paralegal

Are you a reliable team player who is looking for a flexible position that allows you to work from home (or anywhere with a secure internet connection)?

Advantage Virtual Services is looking for a **Remote Conveyancing Paralegal** with a minimum of 5 years of experience to join our dynamic team.

Responsibilities (included but not limited to):

- Conveyancing from start to finish (receipt of purchase contract to final reporting)
- In-depth experience with sale, purchase, refinancing and mortgage files
- Ability to draft documents, including non-standard lender mortgages
- Excellent communication skills
- Self starter that thrives with independent work
- Strong time management skills to comply with closing day deadlines

Experience needed:

- Microsoft Teams
- Office 365
- Experience with FCT/LLC/Assyst

Additional Experience Assets:

- Clio
- CosmoLex
- Prolegis
- Lawyer Done Deal

The ideal candidate would draw from their previous experience as a conveyancing paralegal to work independently and in collaboration with lawyers with a strong attention to detail.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.