



REAL ESTATE LEGAL ASSISTANT

Torres Arteaga Lawyers is a client-centered law firm in Calgary. Our lawyers provide our clients with sound legal advice to empower them to make informed decisions regarding their legal matters. Torres Arteaga is an association of independent law practices working under a common banner. We are looking for a legal assistant to join our team.

Responsibilities include:

- Preparing legal documents for real estate transactions
- Assisting legal assistants with copy jobs, scanning, binding and other tasks as required
- Drafting correspondence as necessary
- Assisting with rush bank deposit transactions and post office run
- Assisting with payment of invoices and posting disbursements
- Assisting with final reports and closing files

Job Requirements:

- Legal Assistant Diploma
- 1 year experience as a Legal Assistant (preferred)
- Spanish (Asset)
- Excellent communication, problem-solving, and analytical skills
- Solid computer and typing skills
- Proficiency in MS Office 365, Excel, Power Point, etc.
- Ability to maintain an efficient electronic file system with exceptional attention to detail

Any offer of employment may be conditional upon full background checks including a criminal record check, a credit check, employment and educational verification

Job Type: Full-time

Salary: \$40,000.00-\$50,000.00 per year

Benefits:

- Health Spending Account (\$2,000 per year)
- On-site gym
- Paid time off
- Annual Bonus pay based on performance

Those interested should send an email with their resume and cover letter to contact@talawyers.ca

300 404 6th Ave SW
Calgary AB T2P 0R9
P: (403) 261-4749
F: (888) 708-0231