**MCNAB STEWART PRINCE & BEATTIE**

**REAL ESTATE CLERK**

McNab, Stewart, Prince & Beattie is looking to hire a full-time real estate law clerk to join its well-established practice in Renfrew, Ontario. We are looking for a motivated individual with a background or interest in real estate law.

**Qualifications, Skills & Duties**

* At least 3-5 years of experience as a real estate law clerk
* Office Administration – Legal or Law Clerk diploma from recognized post secondary institution or suitable combination of education and experience
* Assisting clients with a wide variety of real estate matters including buying, selling and refinancing commercial and residential real estate matters
* Complete a real estate transaction from opening to closing file
* Ability to plan, organize and prioritize job tasks in order to meet tight deadlines
* Proficient with the use of conveyancing and legal software, including: Closer, Teraview, LLC Assyst
* Proficient with the use of MS Office suite (Word, Outlook, Excel)
* Proficient with the use of ZOOM and other electronic meeting platforms
* Organized, thorough and comfortable dealing directly with clients and other law firms
* Self-starter, always willing to take the initiative
* Comfortable working independently and asking questions
* Flexible and adaptable – willing to adjust to changing conditions or priorities
* Excellent written and oral communication skills
* Enjoy working with people and are committed to building strong relationships with clients and colleagues
* Ability to exercise discretion when dealing with sensitive information

This is a full-time permanent position with a competitive salary.

\*We recognize that a strong candidate may not qualify under the listed years of experience. If you have a different level of experience, we still want to hear from you.

Qualified applicants are asked to email their cover letter and resume to Sherri J. Beattie at sbeattie@mcnablaw.com. We thank all candidates for their interest, however, only selected applicants will be contacted.

Applications will be held in strict confidence.