

REAL ESTATE LEGAL ASSISTANT
PKF LAWYERS
Selkirk

PKF Lawyers is seeking a full-time experienced Real Estate Legal Assistant to join our dynamic, growing team at our newly built Selkirk office. As Manitoba's Law Firm, our culture is built on diversity, professional excellence, collaboration, unparalleled client service and a strong sense of pride in what we do.

Responsibilities:

- Conducting realty tax, LTO title and other due diligence searches
- Preparation of documents stemming from offers to purchase, refinances and mortgage instructions
- Dealing with financial institutions on requirements and financing arrangements
- Strong knowledge of basic legal concepts, principles and terminology
- Registration of documents through Teranet
- Coordinating appointments for clients & lawyers
- Dealing with trust funds received on all transactions
- Reporting to clients and lending institutions
- Performing any other related tasks or duties as may be required

Essential Skills:

- Minimum 2 years experience with residential real estate transactions
- Strong computer skills (i.e. Microsoft Office, and Outlook, experience with PC Law an asset)
- Ability to take instructions, multitask and prioritize
- Excellent written and verbal communication skills
- Deadline and detail orientated
- Courteous and professional

Benefits:

- Paid time off
- Comprehensive benefits package including family members
- Five personal use days over and above vacation entitlement
- Unused personal use days convert annually into vacation days
- Highly competitive salary and discretionary year-end bonus

Atmosphere:

- Brand new, custom designed office space with plenty of parking
- Casual and friendly but respectful and professional
- Firm events
- 8:30 - 4:30; Monday to Friday

If you are looking for a challenging and fulfilling career, we encourage you to consider us by sending your resume to Sandy Mollard at smollard@pkflawyers.com