POSITION TITLE: Commercial Real Estate Reporting and Billing Clerk.

Employment Type (FT,PT,Contract): FT
Rate of Pay: TBD
Job Location: Toronto
Hours of Work: 9am-5pm
Start Date: TBD
Application Deadline: January 24, 2020

COMPANY NAME: Macdonald Sager Manis LLP
Street Address: 150 York Street, Suite 800
Phone: 416-361-2600
Fax: 416-364-1453
Email: mwilliamson@msmlaw.ca
Website: www.msmlaw.ca

General Description of Duties:
Macdonald Sager Manis LLP is presently recruiting for a Commercial Real Estate Reporting and Billing Clerk.

The successful candidate must have the following skill set:

- Be able to review commercial real estate files to determine the type of transaction; to have the ability to then prepare reporting letters to Lenders, and/or Borrower/Purchaser/Vendor;
- Be familiar with legal terminology and familiar with commercial real estate transactions from start to finish;
- Assist with scanning, copying, emailing, and/or binding reports, with all pertinent ancillary documents to be included in reports;
- Follow up with firm/lawyer on opposite side of transactions in regard to; Undertakings for discharges of mortgages, and/or PPSAs, or follow up on Undertakings for holdbacks, etc.
- Assist with final billing on transactions; to include closing files and addressing any remaining trust funds;
- Be a self starter who is capable of working both independently and in a group setting;
- Possess excellent oral & written skills;
- Ability to work in a fast paced environment with tight deadlines;
- Possess strong organizational skills;
- Proficient computer skills with knowledge of Word, Outlook, PC LAW;

Skills and Experience Required:
law firm experience an asset
How to Apply:
by email: mwilliamson@msmlaw.ca

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