POSITION TITLE: Real Estate Law Clerk/Assistant

Employment Type (FT,PT,Contract): Full Time
Rate of Pay: TBD
Job Location: 914 Queenston Road, Stoney Creek
Hours of Work: 9-5 Monday-Friday
Start Date: TBD
Application Deadline: Jan 31, 2020

COMPANY NAME: McHugh Whitmore LLP
Street Address: 914 Queenston Road, Stoney Creek
Phone: 905-662-6001
Fax: 905-662-6004
Email: andrew@mchughwhitmore.ca
Website: https://mchughwhitmore.ca/

General Description of Duties:
We are looking for a real estate clerk/assistant to join our busy practice. The candidate will complete the following tasks on a daily basis:

* completing residential and commercial real estate purchases, sales and refines, including the preparation of closing documents;

* reviewing title searches and identifying title issues;

* ordering off-title searches;

* knowledge of the Land Titles and Registry Systems and Teraview;

* communicating with clients, lenders, other law firms and third parties.

Skills and Experience Required:
Experience is an asset but not a prerequisite

- must have completed a law cleak program at an accredited college

How to Apply:
Submit covering letter and resume to Ceili Andrew by email: andrew@mchughwhitmore.ca

This job advertisement has been provided by an external employer. Mohawk College is not responsible for the accuracy, authenticity or reliability of the content.