



LEGAL ASSISTANT – REAL ESTATE

For more than 50 years, Walsh LLP has been an integral part of the Alberta legal community. We have a distinct firm culture that encourages lawyers to work together to give clients the tools they need to succeed — at home, in business and in the community. From our offices in Calgary and Okotoks we find solutions for our clients throughout Alberta.

Our goal is to exceed expectations – to go the extra step to deliver results by building strong long term relationships, proactively taking the time to understand our clients’ needs and how the work we do fits into the bigger picture for them and producing accurate, common sense, timely and relevant work. Our Legal Assistant team is essential to ensuring every client has a great experience with our firm.

We are looking for an experienced **Real Estate Legal Assistant** to join our team dealing primarily with new home builder files. Commercial financing experience would be an asset.

Responsibilities:

- Reviewing contracts, other related documents and receipting deposit funds;
- Open, maintain and organize client files;
- Prepare closing documents for sale, purchase and mortgage transactions;
- Receive and disburse funds for transactions;
- Draft and prepare all other correspondence, reporting letters and legal documents;
- Assisting senior counsel with daily tasks;
- Reviewing and responding to incoming and outgoing calls, faxes and e-mails;
- Other administrative tasks such as accounting, preparing accounts and following up with outstanding accounts.

Qualifications:

- **At least two years’ experience** with real estate transactions – Land Titles, City Online, Personal Property Registry, Corporate Registrations, Tax Searches, Trust Conditions, LLC and Conveyancer;
- Experience with Acumin would be an asset;
- Strong organizational skills;
- Excellent attention to detail;
- Ability to work under tight deadlines;
- Proven professionalism;
- Highly effective in a team environment;
- Hardworking, committed and loyal.

Educational Requirements:

- Legal Assistant Diploma

Is this the right role for you? It might be if you:

- Are passionate about client service,
- Want to work in a dynamic, downtown Calgary, family-oriented law firm committed to delivering innovative solutions for our clients,
- Are relentless in delivering quality and accuracy in a deadline driven-environment,
- Demonstrate exceptional attention to detail and organizational skills,
- Are resourceful and know how to dig into a file and research to find answers,
- Are able to think on your feet,
- Treat everyone with dignity and respect, regardless of the circumstances,
- Show curiosity, want to learn and are able to ask crucial questions, and
- Have a track record of trust, authenticity, accountability and an unwavering commitment to values and co-workers.

If you have what it takes to succeed at Walsh LLP, please submit your resume to careers@walshlaw.ca. Please include "Legal Assistant – Real Estate" in the Subject line. Only those applicants selected for an interview will be contacted. No telephone calls please.

Walsh LLP provides a diverse, collaborative and inclusive work environment where all our employees are encouraged to grow and develop. We are an equal opportunity employer.

.... We are the Firm with a difference.

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