

Feehely Gastaldi is an established law firm practicing in Simcoe County and its surrounding regions. We practice Residential & Commercial Real Estate, Wills & Estates, Corporate Law, Municipal Law and Civil Litigation.

We are looking for an experienced Real Estate Law Clerk to join our busy practice on a full-time basis, at our Tottenham office who is familiar with Conveyancing Software, Teraview and PC Law.

The ideal candidate will possess 3-5 years’ experience in Real Estate Law. We are looking for someone who can work independently, is very well organized and possesses excellent time management skills. The successful candidate is able to:

* Prepare, from start to finish, all residential real estate files- purchases, sales and mortgage refinances
* Prepare private mortgage files for lender clients
* Perform title searches and off-title searches
* Order Title Insurance Policies
* Interact and communicate with clients and respond to clients, banks, broker offices and other correspondence in a timely manner
* Prepare reporting letters and accounts to clients, promptly following completion of files
* Prepare power of sale files, including all correspondence, notices and court documents
* Maintain organized files within a high-paced environment

Our website can be found at: [www.feehelygastaldi.com](http://www.feehelygastaldi.com)

If you are interested in joining our team, please submit your résumé to pmckenna@fglawyers.ca