

REAL ESTATE LAW CLERK

HMH Law Offices is currently seeking two (2) experienced Real Estate law clerks as soon as possible. We are a busy firm in the heart of Barrie.

Key Responsibilities include:

- The ability to independently manage a minimum of 30 real estate transactions per month including drafting all documents and correspondences with other solicitors.
- Experience in independently managing mortgage transactions, including preparation of all mortgage documents, correspondence with solicitors for the lenders and borrowers through to reporting to clients and lenders.
- Preparing and calculating final ledgers and determining final amounts due from, and owing to, clients.
- Excellent proficiency in Teraview, Conveyancer/ Unity, PCLaw, FCT and MMS systems.
- The ability to be proactive, work ahead of schedule, meet strict deadlines, and going the extra mile is essential.
- Detail-oriented with a positive outlook and have strong time management skills.

A minimum of 1 - 2 years of real estate law clerk experience is required. Please submit your resume and cover letter via email,

HMH LAW OFFICES

Attention: Julie Jones

Via email: jjones@hmhlawoffices.com