



<https://intscanada.com/job/real-estate-clerk/>

Real Estate Clerk

Description

We are looking for a Real Estate Law Clerk with minimum 3 years of Real Estate Law experience. Please do not apply unless you have 3 years experience.

Responsibilities:

- Managing residential and commercial purchase, sale and mortgage files from start to finish with minimal supervision;
- Preparing and reviewing title searches, off-title searches, search summaries and requisitions;
- Preparing all documentation regarding real estate matters/transactions, drafting documents, and preparing all required correspondence;
- Reviewing New Home Agreement;
- Management of financing transactions for lending institutions and for private lenders;
- Preparing reports and accounts on an as needed basis;
- Handling correspondence with clients, lawyers and external contacts in accordance with the firm's guidelines;
- Ordering title insurance policies and drafting title opinions;
- Drafting e-reg documents in Teraview & familiar with the registration process;
- Preparing reporting letters to clients, banks and other private lenders;
- Preparing Statement of Account and Trust Ledger; and
- Familiar with business closings can be an asset.

Skills/Qualifications:

- Strong oral and written communication skills;
- Proficiency with Teraview, Unity, PCLaw;
- Must be able to work from our Vaughan office, Monday to Friday 9:00 AM 5:30 PM;
- Fluent in English and Hindi or Punjabi preferred;

Qualified candidates are invited to submit their resume, cover letter and 2 references from previous Law Firms with contact names and telephone numbers. We thank all applicants for their interest. However, please note that only candidates selected for an interview will be contacted. Your salary is to be discussed during interview. Please **do not call**. Kindly apply through "Indeed".

Job Types: Full-time, Permanent

Salary: \$38,000.00-\$48,000.00 per year

Schedule:

- 8 hour shift
- Monday to Friday

Hiring organization

INTS Consulting

Employment Type

Full-time

Base Salary

\$ 38000 - \$ 48000

Date posted

2023-04-18

Ability to commute/relocate:

- Vaughan, ON L4H 0J2: reliably commute or plan to relocate before starting work (preferred)

Experience:

- real estate closings: 3 years (preferred)

Work Location: In person