



Position Title: Corporate/Commercial Real Estate Clerk

Mann Lawyers LLP is a full-service law firm with offices in Ottawa and Perth providing a broad range of legal services to a diverse clientele, both individuals and businesses. We are looking for an experienced Corporate/Commercial Real Estate Clerk to join our Ottawa team!

Type: Regular, Full-Time

Location: Ottawa, Ontario

Experience: Corporate/Commercial Real Estate Clerk: three years (required)

Education/Training: Law Clerk Diploma or equivalent combination of work experience and education

Key Responsibilities:

- Managing files involving commercial purchases, sales, and financings from start to finish;
- Preparing transactional documents, including for private and institutional lenders;
- Managing closing activities for transactions;
- Conducting title searches, drafting requisitions, preparing and registering deeds and charges/discharges;
- Preparing various accounting documents including but not limited to preparation of client accounts;
- Drafting correspondence, coordinating with clients and lenders;
- Opening and closing client files, including preparing reports to clients;
- Scheduling appointments and interacting with clients and/or other parties;
- Filing, diarizing deadlines, and maintaining a sold reminder system; and
- Any other duties as may be required.

Requirements:

Knowledge and Skills:

- Solid knowledge of legal procedures, statutes, and real estate law;
- Experience with title insurance software;
- Experience with commercial purchase and sale transactions;
- Knowledge of corporate restructuring and transactions;
- Experience with Conveyancer, Teraview, OnCorp, and CorpLink;
- Proficiency with Microsoft Office products;
- Ability to work in a fast-paced environment, either as a team or as an individual;
- Excellent oral and written communication skills;
- Ability to take initiative;
- Excellent attention to detail, including the ability to proofread and format documents, time management and organizational skills;
- Professional, tactful, and highly dependable; and

- Work collaboratively in a workspace with dignity and respect.

Education & Work Experience:

- Minimum of a law clerk diploma or equivalent combination of work experience and education; and
- Minimum of three years' experience as a corporate/commercial real estate law clerk.

It would be preferable, though not necessary, for candidates to have the following skills and qualifications:

- Knowledge of PC Law and Net Documents; and
- Knowledge of incorporation, amendment and dissolution of corporations.

Salary level is commensurate with experience and health benefits are provided.

Mann Lawyers welcomes applications from all qualified candidates. We are happy to provide reasonable accommodations throughout the selection process and while working at Mann Lawyers. If you require support applying online because you are a person with a disability, please contact us at 613-722-1500 x 243 or recruiting@mannlawyers.com. We welcome the opportunity to discuss accommodation of your disability and ensure fairness in our hiring process.

Interested candidates should submit their application, in confidence, to recruiting@mannlawyers.com. Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.