



Real Estate Law Clerk – Full time – Penetang, Ontario

Want to join a growing law firm that supports your growth and development? Help us to serve our clients and strengthen our communities.

We are seeking experienced Law Clerks/Legal Assistants for our Penetanguishene office. You will:

- Oversee real estate files from first review of the offer to the closing of the transaction, working with the lawyer and communicating with clients, lenders, and other legal professionals.
- Prepare documents for real estate transactions including sales, purchases, mortgages, and transfers.
- Conduct title and execution searches for review by lawyer.
- Close deals, register instruments and prepare final reports to lender and client.
- Interact with clients, placing a high value on relationship-building and exceeding expectations.

Required Experience/Skills/Qualifications:

- 3-5 years of recent real estate experience as a law clerk/legal assistant
- Highly organized with the ability to adapt to changing situations, prioritize and meet deadlines
- Attention to detail and ability to think critically to solve problems.
- Exceptional communication skills, both verbal and written and ability to communicate with all parties involved in a real estate transaction
- Effective interpersonal and client service skills, with strong initiative and ability to work independently under pressure and within a team environment
- Some working knowledge with Teraview, Unity, LEAP and MS Office is considered an asset

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

HGR Graham Partners is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. HGR Graham Partners is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Please note that your application and any related materials you provide may be processed, stored, reviewed, or otherwise used by systems in our recruitment selection process that may interact with AI tools. This includes any AI integrated functions that may be utilized by the job board through which you applied to our position.