



Commercial Real Estate Law Clerk – Full-time – Midland, Ontario

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

This position is a full-time, in-office opportunity out of our office in Midland, Ontario.

We are seeking an experienced Law Clerk for our Midland office. You will:

- Manage commercial real estate and land development transactions, including arranging for title searches, sub searches, executions, and other due diligence searches; preparation of transfer, charge, vendor take-back documents, easements, title corrections and all supporting documentation; preparation of Teraview documents; preparation of security documents under the Personal Property Security Act.
- Prepare registration and closing documents.
- Conduct title and execution searches for review by lawyer.
- Close deals, register instruments and prepare final reports to client.
- Handle administrative responsibilities including calendar management, task management, open/close files and billing.
- Assist with overseeing 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, as required.
- Interact with clients, placing a high value on relationship-building and exceeding expectations.

All duties will be performed under the direction and supervision of a lawyer in accordance with the requirements of the Law Society of Ontario.

Required Experience/Skills/Qualifications:

- A minimum of 3-5 years of recent commercial 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 the 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, Closer, 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.

Salary to commensurate with experience.

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.

Pay: CA\$50,000.00-CA\$65,000.00 per year