



Real Estate Law Clerk – Full-time – Orillia, Ontario

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

HGR Graham Partners LLP is one of Simcoe County's largest, full-service law firms. At HGR Graham Partners, you will experience a friendly, cohesive environment that is fast paced and provides opportunities for growth and learning. We take pride in providing work-life balance, competitive compensation, and firm-paid benefit packages.

Due to the recent growth of our firm, we are seeking an experienced Law Clerk for our Orillia location. Experienced with full charge real estate files and want to be part of a dynamic team. You are confident dealing with people at all levels and use effective communication and interpersonal skills to address and resolve issues. You thrive in an innovative and fast pace of a busy law office and take pride in delivering excellent customer service.

You will be accountable for:

- Complete oversight of real estate files from first review of offer to ordering searches, compliance requests, correspondence and discussions with clients and lenders
- Preparation of all matters involving standard and legal documents for all real estate transactions of sales, purchases, mortgages and transfers including title searches and transfers, executions, issuing financial payouts, closing deals, and reporting
- Interacting with clients and referral sources, placing a high value on relationship-building and exceeding expectations
- Managing the physical and electronic client files in accordance with firm policies and procedure

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 and Qualifications

- Law Clerk diploma with at least 2-5 years of direct recent legal real estate experience is required
- Highly organized with the ability to adapt to changing situations, prioritize and meet deadlines with attention to detail and the ability to think critically to solve problems
- Exceptional communication skills, both verbal and written
- Effective interpersonal and client service skills, with strong initiative and ability to work independently under pressure and within a team environment
- Working knowledge of Teraview, Closer, LEAP, and MS Office

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\$45,000.00-CA\$65,000.00 per year