

JUNIOR REAL ESTATE LAW CLERK, TORONTO

POSITION OVERVIEW

We are currently seeking a junior real estate law clerk to join our busy commercial real estate practice in Toronto. The ideal candidate will have a minimum of 5 years of experience working as a real estate law clerk, preferably at a large law firm. You will assist with drafting, reviewing and analyzing real estate documentation, and will work closely with lawyers and other law clerks on sophisticated real estate and corporate transactions.

SKILLS & EXPERIENCE

The successful candidate will have a minimum of 5 years' real estate law clerk experience, including:

- assist with drafting standard closing and registration documentation for commercial real estate transactions (including commercial purchase and sale transactions and bank financing transactions), and help with preparing client reports;
- assist with finalizing title insurance policies for acquisitions and financings;
- provide support with complex searches of title, detailed title reports and summaries, and title issues or deficiencies;
- help conduct relevant off-title searches;
- under supervision, complete Land Transfer Tax beneficial returns and deferral applications;
- help prepare and respond to letters of requisition;
- knowledge of government regulations and policies as they relate to real property and the registration of documents;
- assist with reading reference plans (including strata plans), surveys and plotting out metes and bounds descriptions; and
- strong technical skills with proficiency in Teraview, and MS Office applications.
- overtime may be required outside of business hours.

Qualified candidates will possess a law clerk diploma or Institute of Law Clerks of Ontario Certificate (or equivalent).

Interested applicants should forward a resume and cover letter to Kimberly Sheldrake-Head, Senior Manager, Professional Resources at ksheldrake@torys.com. At Torys, we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact Kimberly Sheldrake-Head, Senior Manager, Professional Resources.