

Pushor Mitchell Legal Assistant - Conveyancing

Who we are:

Pushor Mitchell LLP is a full-service law firm located in Kelowna, British Columbia. We are the largest firm in British Columbia outside the lower mainland. We have a team of some of the region's most skilled and talented legal professionals, including more than 35 lawyers and over 100 support staff. Providing advice and legal services across numerous practice areas while focusing on delivering relationship-driven legal excellence for all our clients' needs. Our core values include a commitment to our community, and we proudly support a number of charitable, cultural, and professional organizations throughout the Okanagan. We recognize that it is our committed and capable team that enables us to provide exceptional service to our clients and makes Pushor Mitchell LLP the highly regarded firm that it is today.

Who you are:

You're a skilled professional who values excellent client service and you pride yourself on delivering high quality work. You thrive in a collaborative environment and are continually seeking to learn and grow. You enjoy working with a team of dedicated professionals who share the common goal of making a positive contribution to our community.

Job Purpose:

Reporting to the Supervising Lawyer, the Conveyance Legal Assistant is responsible for day-to-day real estate transaction matters including but not limited to preparation of sale, purchase, and mortgage documents for residential conveyancing. Be a point of contact for clients and lawyers on file progress as well as general administrative duties as required.

Key Responsibilities:

- Handling all document preparation for real estate transactions from beginning to end.
- Reviewing contracts of purchase and sale, title, mortgage instructions, and property tax information.
- Prepare sale, purchase, and mortgage documents for residential conveyancing.
- Correspond with clients, solicitors, conveyancers, mortgage brokers, and real estate agents.
- Dealing with mortgage payouts, review of title changes, and contracts.
- Preparing statement of adjustments and reconciliations.
- Closing transactions including Land Title Office and PPSA registrations.
- Reporting and dealing with holdbacks.
- Sign up of commercial lending documentation for lawyer.
- Checking emails and voicemails for vacation relief and directing to the appropriate assistant and/or lawyer.

Requirements:

- Experience working in a legal professional services firm
- Proficient in BC Online, e-filing, E-Conveyance
- 2-3 years' experience in residential conveyancing
- A Paralegal or Legal Assistant diploma is preferred.
- Excellent organizational and time management skills required.
- High attention to detail
- A passion for providing superior client service.

Compensation

\$50,000 - \$60,000 per year

Please send all applications to recruitment@pushormitchell.com