

Real Estate Legal Assistant

Who we are:

Pushor Mitchell LLP is a full-service law firm located in Kelowna, British Columbia. We are the largest firm outside the lower mainland, with a team of some of the region's most skilled and talented legal professionals, including more than 35 lawyers and over 100 staff. Providing advice and legal services across a diverse range of practice areas, our firm delivers relationship-driven legal excellence for all our clients' needs. Our core values include our 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 Real Estate Legal Assistant is responsible for the 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 documents preparation for real estate transactions from beginning to end.
- Reviewing contracts of purchase and sale, title, mortgage instruction, and property tax information.
- Prepare sale, 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.
- Signup of commercial lending documentation for lawyer.
- Checking emails and voicemails for vacation relief and directing to the appropriate assistant and/or Lawyer.

Requirements:

- A Paralegal or Legal Assistant diploma is preferred
- 3+ years' experience in residential conveyancing
- Proficient in BC Online, and e-filing
- Familiarity with Appara Real Estate would be considered an asset
- Excellent organization and time management skills is required.
- High attention to detail.
- A passion for providing superior client service,

Job Type:

Full Time (in-office location)

Salary:

\$50,000 - \$65,000 annually

Location:

Kelowna, BC

Please send your resume to recruitment@pushormitchell.com

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