

Real Estate Law Clerk Position

Willis Business Law | Windsor, Ontario
Full-Time | In Person | Monday to Friday

About Willis Business Law

Willis Business Law offers legal expertise across a broad spectrum of practice areas, including corporate and commercial law, real estate, employment/labour law and commercial litigation. Located in the heart of Windsor, we provide personalized legal solutions to our clients. Our lawyers and staff work collaboratively to ensure each matter is handled with care and precision. We take pride in our commitment to excellence and our ability to navigate complex legal challenges with confidence and clarity.

Job Description

As a Real Estate Clerk, you will be a member of our real estate team and involved in residential and commercial transactions by drafting all supporting documentation and corresponding with the client, other law firms and the banks to ensure the timely closing of all transactions.

Key Responsibilities

- Manage transactions from start to finish, including drafting all documents and correspondence with other solicitors through to reporting to clients.
- Order title search and prepare same for lawyer review.
- Draft and retention of documents through different platforms: MS Word, Excel, Outlook, Soluno, NetDocuments, Teraview, Lawyer Done Deal, and Copitrak.
- Create physical files, mail, fax, scan documents and final reports.
- Work with the firm's accounting department to track disbursement, request cheques and confirm deposits in our trust account for closings.
- Open files and docket time in Soluno, prepare and calculate final ledgers and determine final amounts due from and owing to clients.

Compensation and Benefits

We offer a competitive compensation, bonus and benefits package, commensurate with experience and qualifications.

Application Process

Interested candidates should submit a résumé and cover letter outlining their qualifications and experience to Dina Mejalli-Willis, Managing Partner, at hr@willislawfirm.ca.

We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.