



Foreclosure Legal Assistant

Fillmore Riley LLP requires a full-time **Foreclosure Legal Assistant** to complement the foreclosure team. The incumbent will be able to take direction well and be self-motivated to work independently.

Responsibilities will include:

- Prepare legal documents based on instructions, by lawyer and by referring to precedents, where required
- Preparation of demand letters, LTO documents, Wills, Powers of Attorneys and associated documents
- Proofread and edit all documentation for grammar, spelling, and content accuracy
- Payment of outstanding realty taxes on mortgage enforcement files
- Administer the distribution of excess proceeds on foreclosure sales
- Perform all administrative accounting tasks, such as file opening, conflict searches, due diligence searches, time entry, billing, cheque requisitions, trust deposits, etc.

Core Competencies:

- Exercise sound judgement and problem-solving skills
- Excellent people and communications skills
- Possess strong computer and organizational skills
- Ability to work in a fast-paced and high-pressure environment
- Complete complex assignments with minimal supervision
- Possess a strong analytical and logistical skill set
- Ability to multi-task and prioritize competing deadlines
- Exercise critical thinking, with attention to detail and consistently produce high quality work
- Experience in Tymetrix, LRM, GRS and e-billing software is an asset

Fillmore Riley LLP offers a pleasant work environment with friendly staff, a comprehensive training and orientation program, and an exceptional benefits package, including a DPSP/RRSP plan. Please forward your resume stating salary expectations in confidence to:

FILLMORE RILEY LLP

1700 - 360 Main Street
Winnipeg, Manitoba R3C 3Z3
Attention: Ms. P. Kapilik
E-Mail: pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest. Only those under consideration will be contacted.