

FillmoreRiley

Residential Paralegal

Fillmore Riley LLP is a highly regarded and accomplished full-service law firm located in the heart of downtown Winnipeg. We have an immediate opening for a **Residential Paralegal**.

Responsibilities

- Manage real estate files from beginning to end of transactions including residential sales, purchases, refinances and new home construction
- Process purchase transactions, and prepare mortgages, refinancing and supplemental documents
- Use conveyancing software to process correspondence related to real estate files
- Prepare sales transactions, trust letters, and deposit funds to meet closing dates
- Prepare interim and final reports
- Develop and maintain strong working relationships with clients, bankers, realtors and other parties integral to the completion of the transactions

Skills and Experience

- Highly organized self-starter who is able to work autonomously in a fast-paced department
- Exercise critical thinking, with attention to detail to consistently produce high-quality work
- Exercise sound judgement and problem solving
- Ability to multi-task and prioritize competing deadlines
- Excellent people and communication skills
- Proficient in Microsoft Office 365
- Minimum of two years of legal experience in residential real estate or a comparable role is preferable but not essential

Fillmore Riley is committed to maintaining an inclusive work environment composed of people with diverse backgrounds, perspectives and identities. We encourage applications from all qualified candidates.

We offer a professional and collaborative work environment, a comprehensive training and orientation program and an exceptional benefits package. Salary will be commensurate with experience and skills.

Please forward your resume stating salary expectations in confidence to:

FILLMORE RILEY LLP

1700 – 360 Main Street

Winnipeg MB R3C 3Z3

Attention: Ms. P. Kapilik

pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.