

Ammeter Law is looking for a Paralegal to help support the company's existing staff and lawyers with a diverse range of matters. This role will be exposed to a broad range of files and cases, working closely with our legal team to meet deadlines and reach company goals.

#### 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 closing documents for various corporate transactions, such as share and asset transactions
- 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
- Organization & maintenance of lawyer files

#### Qualifications:

- 1- 3 years of legal experience in the area of commercial law.
- Completion of a recognized legal assistant program or equivalent
- Strong knowledge of basic legal concepts, principles, and terminology.
- 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
- Ability to multi-task and prioritize competing deadlines
- Excellent people and communication skills
- Proficient in Microsoft Office 365

#### Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance

#### Joy Type:

- Permanent/ Full Time