

Stewart McKelvey is Atlantic Canada's largest full-service law firm with six offices across four provinces. We are leaders in providing the valued legal advice and innovative solutions clients need to solve their challenges now and in the future. By thinking forward, we guide our clients with a forward focus by solving their business challenges, avoiding future risks and identifying new opportunities. We lead clients and the practice of law forward.

The firm invests in its people, technology and its business to ensure the continued delivery of the quality service that clients have come to expect from the firm. Stewart McKelvey has earned a reputation as a leader in the profession and a supporter of the communities in which we live and work. Our forward-thinking perspective results in outperforming expectations.

As a firm, we value diversity and are committed to providing a workplace that fosters a culture of awareness, appreciation and respect. It is our mission to promote diversity and inclusion throughout the firm, to support the diversity initiatives of our clients, and to encourage greater inclusion in our communities through sponsorships and support. It is our belief that diversity and inclusion enhances the delivery of legal services to our clients through the respected and valued input of diverse perspectives, ideas and experiences.

Stewart McKelvey requires the skills and talents of a broad range of staff to meet its objectives. We offer staff a challenging and progressive environment with a competitive compensation package.

We are currently seeking a **Property Paralegal** to join our team based in our **Saint John, NB** office.

Start Date: October, 2021
Type of Position: Full-Time, Permanent

Position Summary:

Responsible for organizing, coordinating and providing a broad range of real property paralegal services to the Property Department.

Essential Duties and Responsibilities:

- Reviewing and organizing residential and commercial property files and documents, including file management activities, preparing correspondence, and preparing documents;
- Requesting searches and off-title searches as appropriate;
- Reviewing title searches, preparing and drafting PDBA's and drafting or responding to title requisitions where required;
- Collecting and analyzing off-title search results and preparing search summary reports;
- Ensuring complete documentation of files from opening to closing date, including file organization for signatures on closing;
- Assisting with post-closing documents and file management including archiving, reporting to clients, and final reports to lenders;
- Communicating with clients, lenders, law firms, tax authorities, title insurance companies, and surveyors;

- Documenting and entering time recordings on files; and,
- Other duties as assigned.

Candidate Profile:

- Completion of paralegal-specific training or education, or comparable experience, is required;
- Experience working as a legal assistant, property paralegal or title searcher;
- Proficient in the drafting and editing of parcel descriptions and applications for registration under the Land Titles Act;
- Familiar with all real property documents typical to a variety of real estate assemblies, including residential subdivisions, shopping centres, office towers, apartment buildings, condominiums, railways, shipyards and woodlands; and,
- Excellent clerical and computer skills, above average organizational and communication skills, and excellent analytical thinking and problem-solving skills.

Interested Candidates:

For security purposes, applicants are asked to submit their resume, cover letter and any other accompanying application documents in **PDF format**.

Interested candidates can apply here: <https://www.stewartmckelvey.com/career-opportunities/support-staff/>

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

All candidates who are interviewed will be requested to complete a Predictive Index. Please note that any offer of employment will be conditional upon a satisfactory background check.

Stewart McKelvey is committed to providing an inclusive workplace. During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process, such as an interview or testing, and who require accommodation should discuss their needs with the Recruiter.

No agencies please.