

PARALEGAL

The Holborn Group is looking for an experienced paralegal, preferably with real estate and corporate experience that is comfortable taking on a broad range of responsibilities. The paralegal will work closely with our in house legal counsel and will be assisting in a variety of tasks, projects and processes.

Responsibilities of the paralegal include:

- Conduct corporate/land title searches;
- Review title/charges on title;
- Review lease documents and other template contracts under supervision of lawyer;
- Draft resolutions and other documentation for real estate/corporate transactions;
- Assist with corporate/real estate due diligence;
- Assist with transactions and correspondence;
- Assemble document packages, organize files/documents (hard and soft copies), and manage database;
- Prepare corporate/partnership documents for corporate/partnership registries;
- Be prepared to take on other responsibilities as required.

Required skills and experience:

- Paralegal diploma from an accredited institution (equivalencies will be considered);
- Minimum of 2 years of experience as a real estate or corporate paralegal;
- Excellent organizational, communication and written skills;
- Detail-orientated, proactive, and able to multi-task;
- Exceptional work ethic and high level of integrity.

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to joyce@holborn.ca.