

## Legal Assistant – Real Estate Conveyancer

Pay: CA\$45,000.00 - CA\$75,000.00 per year

### Job description:

Our firm:

Cherkowski Marsden LLP is a boutique law firm with offices in Vernon, Salmon Arm and Enderby. Our team specializes in a variety of areas including real estate, corporate, commercial, wills and estates, litigation and family law. We are a supportive and cohesive firm focused on a positive work environment and excellent customer service. For more information, please visit <https://www.cmlawyers.ca/>.

What we are seeking:

***Please note: Only candidates currently residing in Vernon or Salmon Arm and surrounding areas will be considered. At this time, we are unable to accommodate applicants requiring relocation.***

We are looking for a full-time Real Estate Conveyancer to join our team.

The ideal candidate would have 5 years of conveyancing experience working at a B.C. law firm. To succeed in this role, you must possess the ability to prioritize, have superior organizational skills, and the ability to meet deadlines.

Qualifications required:

- A minimum of 3 years of conveyancing experience working in a BC law firm
- Excellent skills in MS Office Suite and online real estate software systems
- Legal Administrative Assistant or Paralegal certificate from an accredited institution, or an equivalent combination of education and experience
- Superior attention to detail
- Excellent communication and interpersonal skills to deal effectively with clients, lawyers and staff as well as the ability to handle sensitive and confidential matters professionally
- Ability to handle a high volume of work in a fast-paced environment and to work independently and in a team environment
- Subdivision experience would be a competitive asset for a candidate

☒ Vernon  
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Vernon, BC V1T 5A6

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Telephone: 250-803-9171  
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☐ Enderby  
601 Cliff Avenue  
Enderby, BC V4Y 4B4  
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Toll Free: 855-285-2551  
Website: [cmlawyers.ca](http://cmlawyers.ca)  
Email: [info@cmlawyers.ca](mailto:info@cmlawyers.ca)

Telephone: 250-308-0338  
Fax: 250-308-0348

### Benefits and Salary:

#### We offer:

- A friendly and supportive work environment
- Extended health benefits
- Staff parking
- Generous vacation time

#### Location:

The position is a full-time, in-office position based in Vernon or Salmon Arm, BC.

#### How to contact us:

Kindly send your resume and cover letter in confidence to [corynao@cmlawyers.ca](mailto:corynao@cmlawyers.ca). While we thank all individuals for their interest, only those selected for an interview will be contacted.

Please email our office at [corynao@cmlawyers.ca](mailto:corynao@cmlawyers.ca) if you would like more information or a confidential conversation about this opportunity.

#### Job Type: Full-time

#### Benefits:

- Company events
- Extended health and dental care
- Parking
- Paid time off

#### Ability to commute/relocate:

- Vernon, BC: reliably commute or plan to relocate before starting work (preferred)

#### Education:

- Secondary School (required)

#### Experience:

- legal assistant: 2 years (required)

#### Work Location: In person