

Legal Assistant – Real Estate Conveyancer

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

Firm Description

Cherkowski Marsden LLP is a dynamic firm with offices in Vernon, Enderby, Salmon Arm and Abbotsford, British Columbia. Our team is client-centered and service-oriented, with specialties in general solicitor work, family law and civil litigation. We are seeking a dedicated conveyancer to join our supportive and cohesive firm. For more information, please explore at <https://www.cmlawyers.ca/>.

Role Description

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.

What we are seeking:

- 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
- ability to handle sensitive and confidential matters professionally
- ability to handle a high volume of work in a fast-paced environment
- comfortable as part of a team or working independently
- Subdivision experience would be a competitive asset

☒ Vernon
201, 2928 - 29 Street
Vernon, BC V1T 5A6

☐ Salmon Arm
181 Hudson Avenue NE
P.O. Box 789
Salmon Arm, BC V1E 4P9

☐ Enderby
601 Cliff Avenue
Enderby, BC V4Y 4B4

Telephone: 250-308-0338
Fax: 250-308-0348
Website: cmlawyers.ca
Email: info@cmlawyers.ca

We offer:

- Friendly and supportive work environment
- Health and dental benefits package
- Staff parking
- Generous vacation time

Location:

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

How to Apply

Kindly send your resume and cover letter in confidence to corynnao@cmlawyers.ca.

Please email our office at corynnao@cmlawyers.ca if you would like more information or a confidential conversation about this opportunity.

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