



We are a downtown Winnipeg law firm with 52 firm members. Myers LLP is committed to the highest standards in the practice of law. The firm has always attracted lawyers and staff who care deeply about the well-being and success of the people, organizations, and communities we serve. What unites our people is our commitment to excellence and integrity.

Real Estate Assistant / Paralegal

We are seeking a new team member for our real estate team. We are looking for an experienced real estate paralegal who can jump right into a busy practice. We expect the paralegal will be responsible for 30-35 deals a month on average, primarily assigned to one solicitor.

The tasks you'll own:

- » Open new files for residential or commercial purchases, sales, and refinances
- » Perform required searches and prepare necessary transaction documentation
- » Prepare deal calculations and request payments and payouts
- » Coordinate with clients and financial institutions as required
- » Prepare final reports and invoices for clients
- » Provide day to day support for assigned solicitor and assist with general practice management
- » Deliver excellent customer service
- » Support additional real estate work within the firm, as assigned

Experience we seek:

- » Minimum of five years real estate experience.
- » Is comfortable using technology; prior experience with Unity and/or Lawyers Done Deal required
- » Is detail-oriented, proactive, a quick learner and able to work independently
- » Possesses strong organizational skills with the ability to prioritize effectively
- » Shows initiative to assist others and works well in a team environment

Join a great team! We have a respectful, collegial environment with a business casual dress code. We offer a competitive salary, an excellent benefits plan and support ongoing professional development. This position is in a great office space in the Cargill Building on Graham Ave, connected indoors to Winnipeg's Skywalk system. For more information on us, go to www.myersfirm.com.

To Apply: Please submit your covering letter and resume to Kara Macdonald, HR Manager at kmacdonald@myersfirm.com.