



Myers LLP
Barristers & Solicitors

The Opportunity: Legal Assistant (Real Estate)

We are seeking an experienced real estate assistant who can support a busy real estate team. You will:

- » 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 and assist with general practice management
- » Deliver excellent customer service

The Ideal Candidate

We are looking for someone who:

- » Has a minimum of three years of real estate experience
- » Is comfortable using technology; prior experience with Unity 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

Why Us?

At Myers LLP, our mission is to provide exceptional legal services to our diverse clients in a collegial environment that attracts and fosters outstanding talent. We are a Winnipeg-based, mid-sized law firm that provides a comprehensive range of legal services to a variety of clients, both large and small, in a number of different practice areas including real estate, wills & estates, child protection, civil litigation, labour and employment law, criminal law and Indigenous legal services.

Join a great team! We have a respectful, collaborative environment with a business casual dress code. We offer a competitive salary and an excellent benefits plan. This position is in a newly renovated 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

Myers is committed to ensuring an inclusive recruitment process to ensure equal opportunity for people with disabilities. Reasonable accommodations are available during the recruitment and selection process upon request.

**To apply, please forward your resume and covering letter to Human Resources,
attention Kara Macdonald, at kmacdonald@myersfirm.com.**