

# SENIOR REAL ESTATE CLERK

**LLF LAWYERS LLP** seeks a dynamic, energetic Real Estate Law Clerk with a minimum of five years experience.

The ideal candidate will be able to handle **commercial and residential real estate** transactions from start to finish, including drafting documents and correspondence, billing and reporting. Experience working with builders and developers is an asset.

The successful candidate must have the following skill set:

- An ability to work independently, accurately and efficiently on multiple files simultaneously;
- Ability to discern priority of assigned tasks and to act accordingly;
- Excellent communication and organizational skills;
- Proficiency in Office 365, Conveyancer, Teraview/E-Reg and PCLaw;
- Experience with corporate law is an asset.

Please submit your resume and letter of application via email to **Phil Aldrich** at [paldrich@llf.ca](mailto:paldrich@llf.ca). Applications will be accepted until 3:00 p.m. on Thursday, September 17th, 2017.



**LAWYERS**

**705.742.1674**

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