



# Legal Assistant

- Kitchener, ON, Canada
- Full-time

## Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

## Job Description

We are seeking experienced real estate paralegal or real estate legal assistant for our client's legal team. The most important job role will be timely and accurate title review. Other job responsibilities will include:

- Reviewing contracts
- Reviewing title commitments
- Documents and surveys
- Preparing title memorandums
- Managing tight deadlines
- Performing related tasks to assist the legal team
- Preparing/Reviewing other legal documents such as contracts, buy-sell agreements, closing papers and binders, deeds, etc.
- Communicating with various departments and parties, including title companies, surveyors and attorneys

## Qualifications

- Strong work ethic
- Excellent verbal and written communication skills
- Excellent attention to detail
- Strong computer software skills
- A drive to work with a high-performing team

Minimum Experience Requirements: 1 year experience working for a real estate law firm or an in-house legal department

## **Additional information**

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<http://www.matrixstaffingsolution.com/careers.html>

All information will be kept confidential according to privacy guidelines.

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