



ALEKSANDR BOLOTENKO
PROFESSIONAL CORPORATION
BARRISTERS & SOLICITORS

INTERMEDIATE REAL ESTATE CLERK

Our firm is currently seeking an Intermediate Real Estate Law Clerk with a minimum of four years real estate experience to join our growing team. This is a great opportunity if you are an individual who is motivated, confident and looking to work in Durham region.

Responsibilities:

- Independently manage all aspects of residential and commercial real estate transactions as well as institutional and private mortgages from beginning to end, including all searches, requisitions, document preparation and closing
- Reporting to clients and lenders
- Draft documents for closings and registrations
- Conduct off title searches for commercial transactions
- Communicate effectively with clients, other law firms, banks, municipalities and land registry offices
- Various office administrative duties commensurate with a small law firm environment

Skills/Qualifications:

- Highly organized and detail oriented
- Excellent oral and written communication skills
- Ability to work well in a busy team environment
- Superior computer skills including advanced knowledge of Teraview, The Conveyancer, PC Law and Microsoft Word

Kindly submit your resume and letter of application via email to Laura Webster at lwebster@agblaw.com. Applications will be accepted until 4:00 p.m on Wednesday, January 3, 2018.

Aleksandr Bolotenko Professional Corporation

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