



Title: Paralegal, Commercial Real Estate

Practice Group: Commercial Property Group

Location: 1200 - 925 West Georgia Street, Vancouver, BC V6C 3L2

Contact: Stephen Hinds, Director, Human Resources

Singleton Urquhart Reynolds Vogel LLP is recognized as a leader in construction and infrastructure, insurance, commercial litigation, real estate and business law. Founded in 1982, with its roots in construction litigation, the firm has grown to include business law services including corporate commercial, commercial real estate, and labour and employment law.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

With 60 lawyers operating in Vancouver and Toronto, the Firm provides a wide range of legal services including the following key practice areas:

- Construction and Infrastructure Law
- Commercial Litigation
- ADR
- Commercial Real Estate
- Wills & Estates
- Business Immigration
- Insurance
- Professional Liability
- Entertainment Law
- Corporate Commercial
- Workplace Law

THE ROLE OVERVIEW

Singleton Reynolds is seeking 2 experienced Commercial Real Estate Paralegals to join our team. The ideal candidates are highly motivated, senior legal professionals that thrives on work that is both interesting and complex within a Solicitor's practice. The incumbents will be responsible for assisting the real estate group in all aspects of its busy practice including drafting, reviewing, and analyzing contracts of purchase and sale, easements, rights of way, subdivisions and strata plan filings, conducting title/due diligence searches, and all matters related to commercial real estate closings including financing.

THE ROLE

The incumbent will assume the following responsibilities:

- Administers files from start to finish.
- Prepares documents with respect to acquisitions and sales of various types of commercial properties, financing and land development matters including preparing all acquisition loan and construction financing
- Responsible for Personal Property Registry registrations, amendments and discharges.
- Prepares and diarizes summaries of key transaction dates and conducts title and off-title due diligence searches.
- Drafts statutory right of ways, covenants, and easements.
- Reviews and process purchase and sales agreements, deposits and payouts.
- Prepares all internal documents relating to trust transactions.
- Prepares discharge of mortgages and reporting discharge particulars to purchaser's legal representative.
- Prepares and finalize reporting letters and diarize key post-closings dates and tasks.
- Communicates with vendors, purchasers, financial institutions, clients, lawyers, brokers and others.
- Engages in direct phone and e-mail communications with clients and others
- Other administrative support as required in coordination with existing administrative assistants.
- Researches and interprets applicable legal and technical procedures, statutes and regulations
- Maintains confidentiality of the Firm, client, and employee information

KEY QUALIFICATIONS and EXPERIENCE

- Completion of a Paralegal Diploma/Certificate from an accredited post-secondary institution.
- More than 5 years' experience as a Paralegal in a Solicitor's practice or an equivalent combination of training, education, and experience.
- Working computer knowledge including: MS Word, MS Excel, MS Outlook, and Adobe
- Strong understanding of BC Land Title Office registration requirements and capability with e-filing including coordination of electronic meets.
- Working knowledge of various applicable databases i.e. BC Online, LTSA, municipal tax searches, etc.
- Knowledgeable in litigation matters relating to land (eg. claims of builders lien, certificates of pending litigation and judgments).
- Experience working with BC Housing would be an asset

SKILLS & ATTRIBUTES:

- Strong ability to run complex files independently.
- Strong ability with the use of Adobe Standard and Adobe DC software required to file Land Title Office documents.

- Highly organized with an exceptional eye for detail and a high degree of accuracy in work product.
- Skilled in using technology and adapts to new technological advancements.
- Strong independent work ethic and initiative.
- Ability to work well within a team environment.
- Excellent communication skills, both written and verbal.
- Sound business judgment including the ability to handle sensitive and confidential information.
- Exceptional time-management and follow up skills.
- Excellent organizational skills.
- Ability to handle multiple assignments without sacrificing quality or attention to detail.
- A proven ability to thrive in a fast-paced deadline-driven environment.

KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer an annual education/tuition reimbursement program, fitness subsidy, and ongoing educational seminars as part of our employee experience program.

KEY CONTACT

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP
Attention: Stephen Hinds

Email: jobs@singleton.com

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.