

Keyser Mason Ball, LLP (also known as KMB Law) is a Mississauga based full-service business law firm with offices in Mississauga, Burlington and Markham. KMB Law is comprised of 30 lawyers and over 50 legal assistants, staff, clerks, and paralegals and has been in existence since 1979. KMB Law offers a comprehensive list of legal services including, Real Estate, Corporate/Commercial law, Bankruptcy and Insolvency Law, Employment Law, Branding & Franchising Law, Wills & Estate, and Family Law.

KMB Law is seeking a motivated and service-oriented **Commercial Real Estate and Development Law Clerk** with at least 3 years of experience as a Real Estate Law Clerk to join our talented and growing team.

The successful candidate will assist one to two lawyers in the real estate group with commercial real estate transactional work and all matters pertaining to the development and administration of subdivision and condominium projects, including lot and unit closings.

Duties and responsibilities

- Managing commercial real estate transactions from start to finish, with minimal supervision, including:
 - preparing critical date memos and closing agendas
 - conducting off-title and title searches
 - preparing draft requisition letters and responses
 - drafting purchase, sale and mortgage documents
 - obtaining and reviewing title insurance policies and endorsements
 - liaising with lawyers and accounting department to complete day of closing administration
 - reporting to clients and lenders.
- Preparing land titles absolute application packages
- Drafting and registering a variety of land registration documents, including, Applications, Charges and Discharges, Condominium by-laws, Easements, Notices, Restrictions, and Transfers in both Registry and Land Titles system
- Preparing standard builder documents from The Conveyancer, liaising with lawyers, purchasers and consultants to complete subdivision and condominium project closings
- Reporting to Tarion and Excess Condominium Deposit Insurers regarding purchaser deposit compliance.

Requirements

- successful completion of a post-secondary education law clerk program
- strong organizational and time-management skills
- excellent attention to detail
- ability to handle multiple priorities, while respecting timelines
- experience with Teraview, The Conveyancer/Unity and Office 365 suite
- positive attitude and interest in “building” a career in land development law

The successful candidate will primarily work in our Burlington office located at 102-4145 North Service Road, Burlington.

