

<b>Job title</b>	Contract Property Paralegal
<b>Reports to</b>	Partners and Associate Lawyers
<b>Location</b>	Charlottetown

Key Murray Law is the largest independent law firm in Prince Edward Island. We are an Island-based team of lawyers and professional support staff who are committed to creating value for our clients through the delivery of innovative, consistent, and dependable legal services. We are an experienced and dedicated team who provide our clients with effective and efficient legal services. Proficient in many legal disciplines, we are equipped to advise and advocate for our clients in many matters, forums, and areas. Our firm provides clients with the strength of a global alliance and a team with a local focus from multiple locations across Prince Edward Island. PEI locations include Charlottetown, Summerside, Mill River, and Souris.

In addition to providing leading legal services across the Island, we are steadfast in our pledge to play a positive role in the future of the communities and organizations of Prince Edward Island. This fundamental vision is bolstered by a continual commitment to the philanthropic traditions of Key Murray Law.

### **Job Summary**

A Property Paralegal works to help Lawyers with their delivery of legal services under their supervision. The duties of a Paralegal include completing administrative work related to property closings and drafting associated documents.

### **Summary of Responsibilities**

Throughout their daily work, a Paralegal is responsible for a variety of duties. Working with a dynamic and collaborative team, you will:

- Assisting lawyers with all aspects of commercial and residential property files.
- Drafting documentation for residential property files.
- Acting as a liaison between the firm and clients, providing clear and timely communication on the status of property files and transactions.
- Tracking outstanding deal documentation and managing property closings.
- Providing formal post-closing reporting of property documentation to clients and lenders.
- Providing general administration support to members of the property team.
- Working overtime as needed to meet client requirements; and
- Organizing and maintaining legal files.
- Filing documents with any applicable court systems
- Other duties as required.

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### **Qualifications**

- Successful completion of a Legal Secretary program, or equivalent experience
- Strong competency in the usage of MS Office, especially Excel and Adobe Acrobat Standard
- Strong verbal, written and interpersonal communication skills with a demonstrated ability to provide superior customer service.
- Excellent analytical skills with attention to detail.
- Accurate and efficient data entry and keyboarding skills.
- Self-starter with the ability to work independently in a dynamic environment.
- Flexible, reliable and works well in a team environment; and
- Strong organizational and time management skills with the ability to meet tight deadlines.

### **Salary and Benefits**

Salary range beginning at \$50,000 per annum, commensurate with experience and qualifications.

Key Murray Law provides a competitive compensation and benefits package including:

- Health, Dental and Vision
- Life insurance and Accidental Death
- Vacation, Holidays, and Sick Leave
- Legal Education
- Employee and Family Assistance Program
- Group RRSP
- Travel Insurance

### **Working Hours**

Salaried Position: Monday – Friday, 8 am – 4 pm or 9 am to 5 pm. This position is a temporary, 18-month contract, eligible for extension. A permanent contract will be considered for the right applicant.

This position will require occasional after hours, or extended hours based on activity of the firm.