

Job title	Property Paralegal
Reports to	Partners and Associate Lawyers
Location	Summerside, PE

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:

- Assist lawyers with all aspects of commercial and residential property files;
- Draft documentation for residential property files;
- Act as a liaison between the firm and clients, providing clear and timely communication on the status of property files and transactions;
- Track outstanding deal documentation and managing property closings;
- Provide formal post-closing reporting of property documentation to clients and lenders;
- Provide general administration support to members of the property team;
- Work overtime as needed to meet client requirements;
- Organize and maintain legal files;
- File documents with any applicable registry and/or court systems; and
- Other duties as required.

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 \$40,000 - \$60,000 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, 9 am to 5 pm

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