

Intermediate Banking/Financial Services Paralegal

Webster Hudson & Coombe LLP is a medium size downtown law firm. Established in 1994, our team of solicitors and litigators have an established record of creativity, sound judgment and professional expertise in a variety of practice areas. We pride ourselves on providing reliable and innovative legal services and excellent client service. We are committed to providing a well-balanced work life for our employees and offer a competitive salary and benefits package, as well as firm events and staff appreciation activities.

The Role

Our growing real estate practice handles a range of residential, commercial and loan transactions for various financial institutions and private lenders. WHC is looking for an experienced banking/financial services paralegal to join our friendly and busy team to assist with all aspects of the commercial transactions for our institutional and private lender clients.

Responsibilities include but are not limited to:

- Managing commercial transactions from start to finish
- Reviewing loan agreements, preparing security documents and drafting various legal documents and communications
- Conducting and reviewing due diligence searches
- Attending to registration in appropriate registries
- Preparing final reports
- Working directly with clients, agents and other third parties
- Providing additional support to two senior paralegals which may include, preparing security documents, receipting and reviewing executed security documents, or attending to registrations in the Land Title Office

Skills and Experience:

- 3 years' experience as a paralegal/conveyancer in commercial real estate, banking, financing or lending transactions
- Graduate of a recognized paralegal program
- Ability to work independently within a team environment
- Strong analytical skills and ability to identify legal issues
- Strong communication skills
- Strong organization skills to manage multiple files, whilst paying attention to detail
- Proficient in Microsoft Word and Outlook, experience with LTSA e-filing and ability to learn new software applications

Apply by submitting your resume and cover letter to our Human Resources Coordinator, Amy Sobels at als@whclaw.ca

We thank all candidates for their interest, only those offered an interview will be contacted. All applicants will be kept in confidence.