

## **Residential Real Estate Legal Assistant / Conveyancer**

JB Lawyers LLP is a prominent law firm located in Victoria, BC. We are seeking for a Residential Real Estate Legal Assistant/Conveyancer. We offer a competitive salary, extended health care benefits and paid vacation days. Ideal candidates should be well-organized, strong communication skills, written and verbal, excellent attention to detail and take instructions well.

### Qualifications:

- Completion of a post-secondary Legal Assistant course or equivalent experience
- A minimum of one year working experience in the area of Residential Real Estate
- In depth understanding of business and legal terminology and of residential real estate
- Proficient with Microsoft Office
- Experience working with ESILAW, Docusign, Econveyance

### Successful Applicant will bring the following:

- Ability to learn quickly and adapt to procedures and policies
- Attention to detail, excellent organizational skills
- Strong interpersonal skills
- Ability to produce high quality of work under tight timelines
- Excellent Written and verbal communication skills

### Compensation:

- Competitive compensation commensurate with experience (Target salary range: \$50,000 - \$75,000 plus overtime)
- Group Health Spending Account
- RRSP matching program
- Extended Health Care benefits

### Background and Reference checks:

- Any offer of employment may be conditional upon satisfactory references and background checks

Apply to: [pheng@jblawyers.ca](mailto:pheng@jblawyers.ca)

We appreciate hearing from all applicants, however, only those applicants whose background and experience match our requirements will be contacted.