

# MCLENNAN ROSS

LEGAL COUNSEL

## Commercial Paralegal

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We have a dynamic team of staff who are highly motivated with strong team spirit to provide exceptional support to our lawyers and clients. We are currently recruiting for a full-time Commercial Paralegal to join our Edmonton office.

### **Position Overview:**

The Commercial Paralegal will work in a paralegal team responsible for managing a portfolio of commercial real estate and financing transactions.

### **Job Responsibilities:**

- Prepare, draft, and revise documents related to a variety of commercial transactions including commercial lending and purchase/sale of commercial properties
- Liaise with firm lawyers, paralegals, clients, and external parties
- Conduct and report on due diligence searches associated with a variety of commercial transactions
- Manage portfolio of assigned files for a group of corporate commercial lawyers, with the ability to meet multiple deadlines on time and with accuracy
- Process funds received in accordance with firm procedure
- Independently draft routine correspondence and, where appropriate, communicate with clients

### **Our Ideal Candidate:**

- Is a strong team player while having the ability to work independently
- Demonstrates strong time management and organizational skills
- Maintains professionalism, confidentiality and discretion
- Possesses good judgment with a high level of accuracy and strong attention to detail
- Has excellent verbal and written communication skills
- Is highly motivated, self-directed and able to prioritize and handle multiple deadlines in a fast paced environment

### **Key Qualifications and Education:**

- Post-secondary diploma or certificate in accredited legal assistant or paralegal program
- Minimum three years as a commercial real estate/financing paralegal
- Personal Property Registry certification (APPRES)
- Strong computer skills including knowledge of Microsoft Office Suite i.e. Outlook, Word, Excel, PowerPoint, as well as a document management system

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### What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Engaging and fun work environment with a lively social/staff committee
- Our proven high quality of service and commitment to our clients

### Career Package:

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including a matching pension plan and health spending account.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources  
600 McLennan Ross Building  
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4  
E-mail: [jennifer.bell@mross.com](mailto:jennifer.bell@mross.com)

### About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

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### **Our Values:**

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at [mross.com](http://mross.com)