

## COMMERCIAL REAL ESTATE PARAPROFESSIONAL SASKATOON

### WHO WE ARE

McKercher LLP is one of Saskatchewan's largest law firms in the province, with offices in both Saskatoon and Regina.

### CULTURE

The McKercher team is built on friendships and values including integrity, excellence, leadership and collaboration.

### FAMILY FIRST

We believe in family first. New members to our Firm are supported by both long-term and new employees who work together as a team to support our clients and each other.

**McKercher LLP** is one of Saskatchewan's largest and top ranked law firms and we are now recruiting for a full-time paraprofessional to join our **Saskatoon Commercial Real Estate Department**.

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We are looking for an individual who is confident and self-motivated, who thrives in a busy and fast-paced environment and has a proven track record in the commercial real estate area. The right candidate must be able to multi-task efficiently and effectively and will be expected to always maintain a high level of confidentiality. The ability to prioritize, organize and expedite workflow; coupled with the ability to work in a deadline driven environment is imperative to succeed in this opportunity.

In addition to excellent computer skills, we require a strong client service focus. The successful candidate must have the ability to work as part of a team with our solicitors, other team members and clients. The ideal candidate for this role will have experience and understanding of:

- Information Services Corporation (ICS)
- Corporate organization, commercial transaction and real estate conveyance
- Due diligence
- Bank forms and financing related to real estate transactions
- Proficiency using Word, Excel, Outlook, Adobe Acrobat
- Excellent proofreading skills with high attention to detail
- The ability to work independently, problem solve, follow instructions with minimal supervision, and take initiative
- Willingness to learn and contribute to the team
- Graduated from a recognized Legal Assistant program (equivalencies will be considered) and have a minimum of 5 years' experience processing legal transactions in the real estate market; preference being given to candidates with experience specifically in processing commercial transactions.

**We provide a competitive salary, comprehensive benefits package and a rewarding work environment where you will feel welcomed and be part of a dynamic team.**

**Background and Reference Checks:** Any offer of employment may be conditional upon full background checks including criminal record check, a credit check and employment and educational verification. A reference check will also be conducted.

**Your application:** Qualified candidates are asked to submit their application by e-mail to [careers@mckercher.ca](mailto:careers@mckercher.ca). Please indicate the position you are applying for in your cover letter. We appreciate hearing from all qualified candidates, however, only those applicants whose background and experience match our requirements will be contacted. This position will remain open until filled.

For more information about working at McKercher LLP - visit [www.mckercher.ca/careers](http://www.mckercher.ca/careers)



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