



### Real Estate Assistant Wanted:

We are a firm with a busy real estate practice and we are currently seeking an experienced assistant with a minimum of 2 years of real estate experience to join our team.

As the ideal candidate, you are upbeat, personable and exceptionally well-organized. You thrive in a fast-paced environment, manage your time well, and work well on your own and with others.

An overview of your key responsibilities:

Managing residential purchase, sale and mortgage files, including requesting title searches, requisitioning information from various third party sources; handling correspondence with clients, lawyers and external contacts in accordance with the firm's guidelines; coordinating and drafting documents and attending to registration as necessary; preparing reporting letters and facilitating the closure of files for storage; and all other tasks as deemed necessary to the position.

Ideal qualifications:

Must have at least two years of experience; highly organized and efficient time management skills; excellent interpersonal skills and skilled in MS Word and Outlook.

Completion of the Paralegal Professional Program or Office Administration with a concentration in Legal Administration is considered an asset.

We offer a competitive compensation and comprehensive benefits package including a medical, dental and pension plan.

Interested candidates should forward their resume with covering letter clearly outlining their qualifications and related work experience to the attention of Greg Peddle.

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