

## How To Apply:

Please email your resume in confidence to [donna@estaffsearch.com](mailto:donna@estaffsearch.com) and quote the title of the opportunity below in the subject line of your email.

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### Legal Assistant – Real Estate, Condominium Law | Toronto ON

In this position you will provide support to the Condominium and Subdivision team and have experience in various aspects of commercial real estate law.

#### **Summary of Responsibilities:**

- With direction, complete administrative tasks related to builder sales of units in new condominium projects and subdivision lots
- Process and maintain purchaser deposits including monthly reporting to bonding companies
- Conducting subsearches of title
- With direction, preparation of occupancy and final closing packages
- Draft, review and proofread correspondence, documents and forms ensuring accuracy and completeness
- Maintain tickler systems to monitor key dates for task management
- Schedule meetings and co-ordinate appointments as required
- Organize, open and manage client files
- Ensure time-sensitive documents are managed effectively
- General administrative duties including scanning, faxing, and binding
- With direction, complete off title due diligence inquiries
- Other duties as assigned.

#### **Core Skills & Requirements:**

- Successful completion of Legal Assistant Diploma program
- Minimum of 3 years' experience within a condominium/subdivision real estate practice
- Proficiency in Microsoft Office (including Word, Excel, Outlook)
- Working knowledge of Teraview
- Working knowledge of Conveyancer
- Working knowledge of Lawyer Done Deal
- Experience working with a document management system, e.g., IManage
- Possess well-developed organizational and time management skills in order to manage multiple priorities with ease in order to meet tight deadlines
- Strong communication skills help you to build relationships and provide excellent client service
- As a confident self-starter, you work well both independently, and in a team environment
- Operate with a high degree of accuracy and strong attention to detail
- Show good judgment and respond well to constructive feedback

## Legal Assistant – Corporate Law | Toronto ON

In this position you will be supporting two lawyers in the Business Law team. The ideal candidate will have experience in various aspects of business law including, but not limited to: start ups, business formation and operations, corporate finance/reorganization, mergers and acquisitions, and shareholder/partnership agreements.

### **Summary of Responsibilities:**

- Assist lawyers with the management of their practices
- Prepare and draft correspondence and documents
- Schedule meetings and co-ordinate appointments as required
- Organize, open and maintain client files
- Responsible for daily correspondence, document preparation including revisions, editing, formatting, etc.
- File preparation and management
- General administrative duties including entering docket and processing accounts.

### **Core Skills & Requirements:**

- Successful completion of Legal Assistant Diploma program
- Minimum of 3 years' experience supporting business law lawyers
- Proficiency in Microsoft Office (including Word, Excel, Outlook and PowerPoint)
- Experience working with a document management system, e.g., IManage
- Working knowledge of Cyberbahn would be an asset
- Possess well-developed organizational and time management skills in order to manage multiple priorities with ease in order to meet tight deadlines
- Experience processing monthly bills and accounts
- Strong communication skills help you to build relationships and provide excellent client service
- As a confident self-starter, you work well both independently, and in a team environment
- Operate with a high degree of accuracy and strong attention to detail.

## Legal Assistant – Commercial Real Estate | Toronto ON

In this position you will help support the Real Estate team. The ideal candidate will provide support to two Law Clerks and have experience in various aspects of commercial real estate law.

### **Summary of Responsibilities:**

- With direction, complete administrative tasks related to commercial real estate transactions
- Draft, review and proofread correspondence, documents and forms ensuring accuracy and completeness
- Maintain tickler systems to monitor key dates for task management
- Schedule meetings and co-ordinate appointments as required
- Organize, open and manage client files
- Ensure time-sensitive documents are managed effectively
- General administrative duties including scanning, faxing, and binding
- With direction, complete off title due diligence inquiries
- Complete title searches
- With direction, complete documents for real estate and non real estate files
- Other duties as assigned.

## **Core Skills & Requirements:**

- Successful completion of Legal Assistant Diploma program
- Minimum of 3 years' experience within a commercial real estate practice
- Proficiency in Microsoft Office (including Word, Excel, Outlook and PowerPoint)
- Working knowledge of Teraview
- Working knowledge of Conveyancer would be advantageous
- Experience working with a document management system, e.g., IManage
- Possess well-developed organizational and time management skills in order to manage multiple priorities with ease in order to meet tight deadlines
- Strong communication skills help you to build relationships and provide excellent client service
- As a confident self-starter, you work well both independently, and in a team environment
- Operate with a high degree of accuracy and strong attention to detail
- Show good judgment and respond well to constructive feedback

## **Lead Service Desk Specialist | Toronto ON**

In this position you will be working within the Information Technology Department and reporting to the Manager, Support Services, the Lead Service Desk Specialist is responsible for the day-to-day activities of the service desk ensuring that high service levels are maintained. The service desk is the first point of contact for reporting issues, requests and questions pertaining to end user computing tools, telecommunications, networks and in-house applications. Working as part of a team, candidates for this position are required to be excellent communicators with fundamental problem solving and analytical skills, detail oriented and well organized and have a very strong commitment to client service.

## **Summary of Responsibilities:**

- Coordinate the service desk coverage schedule.
- Set an example and promote best practices in ITSM service desk.
- Provide first level escalation point for service desk agents and assist agents in determining the difference between a reported issue vs. a work product request.
- Meet regularly with the Manager, Support Services to identify trends, issues, make recommendations, vet work requests that should be launched as projects.
- Deliver assistance to users in the resolution of computer and application problems by responding to requests in a timely, methodical and accurate manner.
- Research, resolve and respond to user issues over the phone, at their desk or by remote connection.
- Communicate information to service desk agents and end users in a clear, easy to understand manner, exercising patience and respect.
- Support the Firms' standard suite of software which includes but is not limited to: Microsoft Office 365 Suite (Outlook, Word, Excel, PowerPoint), iManage DMS, Acumin accounting, Workshare Compare, Litera Numbering, Metadact metadata removal, Nuance, etc.
- When required, provide first level support to users including:
  - Internet related configuration and troubleshooting
  - Configure, maintain, and troubleshoot application software, desktop operating systems, PC's and associated peripherals
  - Install and configure end user devices and maintain up-to-date images for various hardware platforms
  - PC hardware and software diagnostics
  - Basic network troubleshooting
- Determine when to escalate calls to second level support without jeopardizing overall resolution timeline and make recommendations for improvement to the Manager, Support Services.
- Ensure that users are being kept informed. Follow up with service desk agents regarding outstanding user issues, problems, escalations and provide update on resolution or changes in timelines.

- Research software manufactures and online resources to find solutions.
- Oversee the up-to-date listing of the hardware asset inventory.
- Foster and manage Level 1 vendor relationships.
- Assist with projects as required, including new equipment and software rollouts.
- Utilization of the firm's Service Desk System, ServiceNow, to record, monitor and update issues and requests while building the knowledge base.
- Assist with the setup and configuration of mobile devices.
- Assist external clients on-site with technology requirements.
- Coordinate of audio and visual equipment set up for Boardrooms.
- Produce the highest quality of work
- Accountable for all work assigned
- Takes initiative
- Confidential

### **Core Skills & Requirements:**

- Successful completion of a post-secondary education in Information Technology is required.
- Minimum 5 years previous Help Desk experience.
- Previous experience working within a legal/professional services environment is preferred
- Although assigned to a regular shift, there will be the need to alternate shifts and fill-in as required to accommodate vacation requirements and other absenteeism.
- There is a requirement to carry a mobile device and to be involved in rotational after-hours support.
- Thorough knowledge of the Microsoft 365 core applications is essential
- Experience working with ServiceNow and the adoption of ITSM best practices is preferred
- Strong verbal and written communication
- Ability to problem solve
- Good judgement and decision making
- Strong interpersonal skills
- Organized
- Resourceful
- Detailed

### **[Law Clerk, Commercial Real Estate | Toronto ON](#)**

In this position you will be working within the commercial real estate practice group of this prestigious Toronto law firm. This is a fantastic opportunity to join a firm that has successfully moved through these challenging times and come out steady and strong.

### **Summary of Responsibilities:**

- Provide commercial real estate and debt law clerk services and support;
- Prepare necessary documentation to complete a commercial real estate transaction;
- Draft all such other legal documentation, as required, ensuring applicable legislation, internal policies and procedures, and by-laws are adhered to;
- Conduct and review title and off-title searches;
- Carry out special assignments as required; and
- Ensure that efficient administration of office automation systems and workflow processes are carried out.

### **Core Skills & Requirements:**

- College diploma, with Law Clerk Accreditation;
- Minimum three (3) years' legal experience in a law firm or an in-house real estate legal department, with particular emphasis on commercial real estate transactions;

- Demonstrated ability to handle all aspects of commercial purchase and sale transactions and financing transactions, including reviewing and drafting agreements, noting critical dates, submitting off-title search requests, conducting and reviewing all searches, preparing requisition letters and closing documents;
- Experience drafting routine correspondence and preparing drafts of easements, licenses and other documents;
- Experience searching titles electronically and reviewing surveys and plans for issues;
- Assessing and resolving title issues including analyzing and summarizing registered encumbrances;
- Ability to deal directly with surveyors, land registry offices, and third party counsel as needed;
- Superior written, verbal and interpersonal skills combined with the ability to work both independently and in a team environment, as well as with other departments and outside parties;
- Excellent analytical and problem solving skills, with an eye for detail;
- Ability to draft various documents from scratch for registration in Teraview.
- Ability to draft statement of adjustments on a commercial transaction.
- Strong priority-setting skills and effective organization skills to complete tasks and meet deadlines;
- Ability to use good judgement and discretion when responding to issues or requests, in a professional and customer-service oriented manner; and
- Proficiency in MS Word, Outlook and Teraview.

### **Lawyer, Family Law | Toronto ON**

In this position you will be joining an established family law firm that is growing and takes pride in the strengths and qualities of their employees. They offer solid mentorship, growth and success while delivering a progressive approach to family law.

#### **Core Skills & Requirements:**

- Minimum 3 years of family law experience
- You understand how to best serve clients and knowhow to achieve a desired resolution for them
- You asses every possible outcome before deciding on a winning strategy
- You have demonstrated ability to be transparent, diligent and respectful.
- You consistently produce top quality work, and your work shows that you can clearly analyze issues, organize arguments coherently and progress matters toward a favorable outcome.
- Your written and verbal communication skills are nothing short of exceptional and you care about the little details.
- You are not shy about sharing ideas about how processes or services can improve.

### **Senior Law Clerk – Corporate | Toronto ON**

In this position the Corporate Law Clerk will have an in-depth knowledge of corporate law, is detail orientated and self-motivated. Working in our Corporate Services Department you will be responsible for complex corporate reviews and related due diligence, preparing corporate structure charts and preparing documentation relating to mergers, acquisitions and financing among many other things.

#### **Summary of Responsibilities:**

- Perform a variety of substantive, complex and routine legal and administrative duties while coordinating and assisting lawyers with assigned matters
- Conduct complex corporate reviews and related due diligence in connection with transactions; recommend and draft rectification materials

- Prepare and file articles and corporate documentation relating to routine and complex incorporations, amendments, continuances, amalgamations, dissolutions, changes in corporate structure and transactions governed by the *Business Corporations Act (Ontario)*, *Canada Business Corporations Act*, *Canada Not-for-Profit Corporations Act* and the *Corporations Act (Ontario)*
- Prepare documentation related to mergers, acquisitions, financings, share/asset purchase and sale transactions and tax reorganizations, including but not limited to:
  - complex and routine closing agendas
  - corporate structure charts
  - complex and multiple classes of shares
  - rollover and share exchange documents
- Develop routine minute book documentation (i.e. annual resolutions, changes to directors, officers, registered office address, dividends, share provisions, etc.)
- Formulate and file business name, partnership and limited partnership registrations, amendments and/or renewals
- Prepare and file extra-provincial and territorial registrations, amendments and annual returns on behalf of corporations, partnerships and limited partnerships as required by the various provinces and territories
- Prepare and file annual returns, Forms 1 and 2 as required by the *Corporations Information Act (Ontario)*
- Ability to consult with lawyers and clients and assist in identifying necessary or appropriate corporate documentation, searches and filing requirements in connection with the completion of transaction and routine matters
- Provide and/or coordinate support to lawyers in connection with large closing documents, searches, reports and other matters relating to transactions
- Ability to act as a mentor and establish training relationship with junior and intermediate clerks within corporate services team
- Participate in the education of articling and summer students and lawyers within the firm, responding to inquiries as necessary
- Maintain corporate information in CorpLink database
- Accountable for all work assigned and accept additional responsibilities as required
- Produce the highest quality of work
- Take Initiative
- Confidential

### **Core Skills and Requirements:**

- Minimum of ten (10) years' experience relevant to the responsibilities above, preferably at a large law firm
- Completion of the Institute of Law Clerks of Ontario Certification
- Membership in good standing with Institute of Law Clerks of Ontario
- In depth knowledge and understanding of the corporate statutes
- Superior computer skills, including, but not limited to, Microsoft Office Suite, CorpLink, EnAct, Cyberbahn and Adobe
- Flexibility to work outside regular business hours when required and/or necessary
- Professional demeanor and ability to interact and effectively communication with individuals at all levels
- Detail oriented, self-motivated, good judgement and decision making with the ability to problem solve
- Able to work independently with minimal supervision and possess a team player attitude
- Strong verbal and written communication
- Superior administrative, organizational and time management skills

## Procurement Analyst | Toronto ON

In this position, the **Analyst, Procurement** will be expected to lead the analysis and administration of the Firm's management of supplier spend, procurement and contract administration, be responsible for day-to-day processes and serve as the Single Point of Contact (SPOC) related to procurement of mobile devices and accessories, plus provide support on budgeting, procurement savings plans and purchase orders. The incumbent will report to the Senior Manager, Procurement and will work closely with procurement/category managers, finance, business leaders and our vendors.

### **Summary of Responsibilities:**

#### **Strategic Sourcing**

- Work with leaders to determine their procurement needs
- Assist with Tendering coordination and administration
- Assist with vendor options by reviewing approved vendors list or researching suppliers
- Manage contract administration – review expiration of agreements, ensure continuous source of supplies and services
- Assist in resolving problems related to invoice discrepancies
- Identify potential targets for vendor consolidation/negotiations
- Manage the list of BLG preferred suppliers

#### **Relationship Development**

- Develop relationships with key stakeholders – particularly procurement category managers/Office Services Managers
- Develop strong working relationships with finance leaders
- Initiate and maintain stakeholder relationships
- Create and maintain procurement procedures and standards, including templates

#### **Supplier Spend Management/Analytics**

- Manage the Firm's spend analytics platform (SpendConnect)
- Generate spend analytics reports, including KPI reporting
- Liaise with finance to cleanse procurement data, such as correct usage of GL coding
- Provide financial data to category managers to assist with category management
- Create reports for senior management on key spend categories, and trend analyses
- Manage and maintain contract database within SpendConnect
- Drive compliance to procurement standards, preferred suppliers and contract management
- Provide cross Supplier and Client reporting to our Partners/BD to assist with reciprocity opportunities
- Manage supplier spend from 3rd party management information such as Meritbiz, America Express purchase cards, etc.
- Review and monitor opportunities for vendor invoice consolidation with Finance
- Produce and review reporting on data management, usage, awareness, leakage, etc.
- Provide quarterly procurement savings report against target across all supplier spend categories

#### **Contract Management**

- Maintain Vendor details, database, best practice for vendor management and managing any vendor SLAs
- Produce management reporting – key supplier program, compliant reports, spend analysis – savings, improvements to procure to pay
- Audit current contracts for completeness and work on executing changes as needed
- Proactively manage contract renewals
- Ensure payments are made in accordance with current contracts
- Assist with coordination of legal review of contracts, working closely with the CRO

#### **General**

- Manage Intranet Procurement site – templates (RFPs, NDAs, Contract, etc.) vendor/category arrangements, relationship managers, procurement services and tools, knowledge database
- Manage the employee discounts programs with key vendors
- Assist with driving & monitoring Service Standards for procurement and contract administration to key stakeholders

**Core Skills and Requirements:**

- Minimum undergraduate degree
- A minimum of 5 years' relevant experience in analytics and report writing, plus 3-5 years Procurement experience
- Highly proficient computer technology knowledge and skills, and excellent Excel skills
- Excellent written communication skills in English; French would be considered an asset
- Strong problem solving, organizational and analytical skills, ability to think critically and communicate results effectively
- Comfortable working and communicating with senior executives
- Good knowledge of relevant mobile device products and suppliers and mobile procurement practices
- An understanding of new approaches to the relationship between technology and knowledge

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