Bryan & Company LLP

Bryan & Company is a pre-eminent Western Canadian law firm dedicated to delivering a high level of legal service and acting as trusted advisors to our clients. We support our clients in achieving their goals by being practical, efficient, and responsive. We focus on the interplay that exists between business and legal disciplines in creating effective solutions for our clients.

Bryan & Company is a valued member of Ally Law, a global service network of 70+ independent law firms that help provide localized business intelligence and a global reach. Member firms are extended an invitation only after strict vetting and are continuously evaluated against rigorous service standards. Our membership with Ally Law is a testament to the quality of legal service we provide.

As we approach our centennial anniversary, the Firm is guided by a five-year strategic plan rooted in investing in talent, curating a compelling client roster, and optimizing process and tools.

Real Estate Paralegal

Our Real Estate team plays a critical role in supporting a broad range of residential transactions within the firm. The Real Estate Paralegal provides knowledgeable administrative and clerical support to lawyers practicing residential real estate, contributing directly to the efficient and accurate completion of transactions, and enhancing the overall client experience. This role requires strong attention to detail, the ability to manage multiple files simultaneously, and a collaborative approach to working with lawyers, clients, and internal teams.

- **Reports To:** Head of Real Estate and Human Resources
- **Location:** Edmonton, AB

Edmonton Office
2900, 10180 101 Street
Edmonton, AB
T5J 3V5
PH 780.423.5730

Responsibilities

- Conduct real estate–related searches, including Land Titles, tax searches, and Personal Property Registry (PPR) searches;
- Prepare and review legal documents related to real estate transactions, including purchase contracts and mortgage documentation;
- Register and discharge documents with Land Titles;
- Manage trust account funds in connection with specific transactions;
- Draft correspondence and legal documents with minimal supervision;
- Proofread documents to ensure accuracy, formatting, grammar, and clarity;
- Report on file status to banks, clients, and other stakeholders, as required;
- Issue accounts, prepare billings, and process payments;
- Maintain and organize files, including document management, filing, diarizing deadlines, and follow-up on outstanding matters;
- Liaise with clients, realtors, financial institutions, courts, and external service providers;
- Review incoming correspondence and advise lawyers of key deadlines, documents, or issues requiring attention;

Competencies

- Entrepreneurial Spirit: We value individuals who embrace innovation, take initiative, and demonstrate a proactive approach to problem-solving. As a Student, you should have the drive to explore creative solutions and seize opportunities to contribute to our firm's success.
- Team Collaboration: Our success is built on teamwork. Students are expected to collaborate effectively with colleagues, sharing knowledge, and supporting one another to deliver outstanding results for our clients.
- Fun and Positivity: We believe in fostering a positive and enjoyable work environment. Students who bring a sense of fun, enthusiasm, and optimism contribute to a more vibrant workplace for everyone.
- Pride in Excellence: We take pride in our work and strive for excellence in all that we do. As a Student, you should have a commitment to delivering a high-quality work product and a dedication to upholding our firm's reputation.
- Authenticity: We encourage individuals to be themselves. We value authenticity, diversity, and inclusion, recognizing that our differences strengthen our team. Students should feel empowered to bring their unique perspectives to the table.
- Forward-Thinking: Our firm embraces a forward-looking approach to the practice of law. Students are encouraged to stay current with legal developments and explore new strategies.
- Adaptability: The legal landscape is constantly evolving, and adaptability is key. Students who can quickly adjust to changing circumstances, learn from experiences, and embrace new challenges contribute to our firm's resilience and growth.

Education & Experience

- Post-secondary education in legal administration, paralegal studies or equivalent;
- Minimum 5+ years of previous experience, preferably in real estate or conveyancing;
- Strong attention to detail and accuracy;
- Ability to manage and prioritize a high volume of files and competing deadlines;
- Proficient in legal software and Microsoft Office Suite;
- Excellent organizational and multitasking skills;
- Strong communication and interpersonal abilities; and
- Demonstrated commitment to upholding confidentiality and professional standards.

If you are interested in applying for this position, please email a copy of your resume and cover letter in PDF format to hr@bryanco.com. If you have any questions, please call 587-756-4301.

Bryan & Company LLP

Edmonton Office
2900, 10180 101 Street
Edmonton, AB
T5J 3V5
PH 780.423.5730