

We are the Canadian Division of Stewart Title Guaranty Company, a leading provider of residential and commercial title insurance. As one of the largest title insurers in the world, Stewart Title specializes in providing our clients with exceptional service, deep expertise and innovative solutions to help close their real estate transactions with peace of mind.

Job Description:

A **Real Estate Law Clerk** with our **Commercial Department** is responsible for fielding calls from lawyers in relation to commercial Title insurance, including responding to inquiries, questions, and problems.

In order to support our Western Canada Division, the candidate should be willing/able to work from 8:30 to 5:00 at home Pacific Standard time (**11:30 a.m. to 8:00 p.m. EST**) – Monday to Friday.

Responsibilities:

- Process title insurance orders and final policies including preparing, issuing and closing
- Field client calls including taking title insurance orders, responding to inquiries and questions
- Liaise with our Underwriting Department on title/survey matters, policy questions and customer concerns
- Provide high quality service to clients
- Other duties as required or assigned

Qualifications:

- Law Clerk/Legal Assistant Diploma or equivalent
- Minimum 3-5 years of real estate law firm/transaction experience or equivalent
- Commercial real estate experience an asset
- Excellent customer service skills
- Excellent organizational and scheduling skills
- Have working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint
- Excellent verbal and written communication skills
- Ability to multi-task and meet tight deadlines
- Attention to detail
- Ability to work well in a team

Salary Range – 63,000 to 67,000 annually

Please note that salaries are dependent on various matrix including experience, education, skills etc.

We currently use AI in our recruitment process.

This is a replacement position

Stewart Title is committed to accommodating persons with disabilities. If you require accommodation during any aspect of the application process, please let us know. We can be reached by:

- Email (INTLresumes@stewart.com)
- Telephone: 416.307.3300 (please ask to speak to a Human Resources representative)
- Mail: 200 Bay Street, North Tower, Suite 2600, Toronto, ON M5J 2J2
- Fax: 416.981.7214

Privacy:

Your privacy is important to us. We consider and define Personal Information as any data relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a photo, an email address, bank details or posts on social media. We only collect, store, use and disclose Personal Information from prospective and current employees for legitimate employment, legal, and business purposes. You can learn more about how we handle and process your personal information in relation to our recruitment process by making a request to our Human Resources department.

Thank you to all applicants for your interest. Please note, only those that are under consideration will be contacted.