

Paralegal – Real Estate & Commercial Lending

Full Time Position

Location: Downtown Calgary or Edmonton

Parlee McLaws LLP is seeking an experienced **Real Estate & Commercial Lending Paralegal** to join our team. This role may be located at our **downtown Calgary** or **downtown Edmonton** office with hours of work coinciding with the location's hours of operation.

The successful candidate has proven ability to **collaborate with lawyers** in both Edmonton and Calgary on a variety of files with **complex milestones** while **taking those files to the next level**. Must be a **self-starter** who is **highly organized** to efficiently meet deadlines and provide **superior service** to internal and external clients.

Key requirements:

- **Minimum 5 years** of relative experience in a **commercial real estate and lending** role (equivalent combination of education and/or experience may be considered)
- **Manage transactions** including sales, purchases, refinances, and closings
- Registrations and filings for **Land Titles** and **Personal Property Registry (PPR)**
- **Due Diligence Searches** including title, survey, and financing
- Excellent **analytical** and **problem-solving skills**
- **Preparation of accounts** and **time entry** with solid knowledge of basic accounting principles

Other requirements:

- Post-secondary education from a recognized Legal Assistant/Paralegal program (equivalent experience may be considered)
- Meet Firm and department expectations of billing practices and targets
- Learns quickly and applies learning
- Effectiveness and adaptability in a high-volume environment with changing priorities
- Fluency in English - speaking, reading, and writing (additional languages are an asset)
- Intermediate to advanced knowledge of Microsoft Office and other software (e.g. Net Docs or Worldox, Elite 3E, Remindex, SpeechExec, Adobe or similar programs)

Compensation, Benefits, and Perks

Compensation for this role **aligns with the required experience**. The competitive salary is accompanied by a **comprehensive benefits package** that includes, but is not limited to:

- Extended health & dental
- Healthcare Spending Account
- Pension contribution matching
- Paid time off in addition to annual vacation
- 24/7 Employee Assistance Program
- "Dress for Your Day" dress code (depending on the day's responsibilities)
- Work from home 1 day per week (hybrid)

Our location in the **Enbridge Centre** provides access to an **on-site gym**, conference centre, and a variety of events and **perks**.

Who We Are

Parlee McLaws LLP is a regional law firm with Alberta roots extending back more than 135 years with a work environment that encourages and supports **ongoing professional development** through peer mentoring and outside education.

Our active **Health & Safety, Social, Charity, and Diversity, Equity, & Inclusion Committees** connect us to each other and to the community at large.

Learn more about us here: [Parlee McLaws LLP Law Firm](#)

Interested?

Your application will be confidential, and we look forward to hearing from you! **Please submit your cover letter and resume in a single PDF file**, to hrcalgary@parlee.com or hredmonton@parlee.com.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.