



Search Profile

Paralegal, Commercial Real Estate
DLA Piper | Edmonton

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The Organization

DLA Piper is one of the world's largest business law firms, with lawyers located across more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific. The firm advises clients ranging from emerging businesses to multinational organizations on their most strategic legal matters, combining deep local knowledge with the strength of a truly global platform. DLA Piper's mission is to be the leading global business law firm.

DLA Piper (Canada) LLP is one of Canada's leading business law firms, with offices in Vancouver, Calgary, Edmonton, Toronto and Montréal. The firm provides clients with sophisticated legal counsel across corporate, commercial, litigation, employment, tax, real estate, finance, intellectual property, regulatory and other practice areas. DLA Piper has also been recognized as one of Canada's Top Employers for Young People since 2022, reflecting its commitment to professional development, mentorship and creating an exceptional employee experience

Within DLA Piper, the Edmonton office has established itself as one of the firm's premier commercial practices. Recognized both within the DLA Piper network and beyond, Edmonton has earned a reputation for advising on some of Alberta's most sophisticated commercial matters. Led by an accomplished group of highly regarded Partners, the office combines deep local relationships with the reach of one of the world's largest business law firms, attracting complex mandates for Canadian, U.S. and international clients. This reputation for excellence, collaboration and client service has helped establish a commercial real estate practice, advising clients on a broad range of sophisticated commercial real estate matters, including acquisitions and dispositions, financing, leasing and complex land transactions. In addition to its commercial practice, the team also supports a select portfolio of residential real estate matters.

The Position

DLA Piper is seeking a Senior Paralegal to join its Commercial Real Estate practice group, supporting sophisticated commercial real estate transactions, including acquisitions and dispositions, financing, leasing and complex land transactions. This role reflects the continued growth of the Edmonton office and its Commercial Real Estate practice. Working closely with a highly regarded group of Partners, Associates and Paralegals, this individual will play a key role managing transactions, conducting due diligence, preparing documentation and coordinating successful closings.

The successful candidate will be experienced paralegal who thrives in a fast-paced, high-performance environment. Acting as the project manager for complex real estate transactions, this role will oversee matters from commencement through closing, coordinating lawyers, clients, lenders and other stakeholders to ensure key milestones, critical dates and closing deliverables are achieved. Success in this role requires exceptional technical expertise, sound judgment, initiative and the ability to anticipate issues, solve problems proactively and deliver an outstanding client experience while contributing to a collaborative, team-oriented culture.

Attractions & Opportunities

- **Opportunity to Make an Impact** | This position reflects the continued growth of the commercial real estate practice and provides the opportunity to increase the team's capacity while strengthening collaboration across the corporate commercial and real estate practices. As a senior member of the team, you will be empowered to take ownership of complex transactions, build trusted relationships and make a meaningful contribution to the continued success of the practice.
- **Collaborative, High-Performing Culture** | Work alongside highly respected Partners, Associates and fellow paralegals in a collaborative environment that values teamwork, knowledge sharing and exceptional client service while supporting professional growth and development.
- **Employer of Choice** | Join a firm recognized for its commitment to developing exceptional talent through mentorship, continuous learning and a collaborative culture. DLA Piper has been named one of Canada's Top Employers for Young People since 2022, reflecting its investment in creating an engaging and rewarding employee experience.

Responsibilities

Commercial Real Estate & Land Transactions:

- Support a sophisticated Commercial Real Estate practice, advising on acquisitions and dispositions, financing, leasing and land transactions.
- Review credit agreements, purchase and sale agreements, real estate contracts and related transaction documents, identifying outstanding information and providing recommendations on next steps.
- Conduct and analyze due diligence searches, prepare due diligence reports, and draft a broad range of transaction documentation, including loan documents, correspondence and Statements of Adjustments; and
- Manage commercial real estate and land registrations, maintaining compliance with Land Title & Survey Authority policies and procedures and applicable legislative and regulatory requirements.

Project Management:

- Act as the project manager for complex real estate transactions, coordinating matters from commencement through closing.
- Prepare and manage critical dates summaries, closing agendas and transaction timelines, ensuring milestones, conditions and deliverables are achieved; and
- Coordinate with lawyers, clients, lenders and external stakeholders to advance transactions, resolve outstanding matters, ensure timely follow-up and facilitate successful closings.

Practice Support:

- Deliver exceptional client service by anticipating needs, identifying potential hurdles, communicating proactively and maintaining professionalism throughout the transaction process.
- Independently manage multiple concurrent transactions, establishing priorities, exercising sound judgment to meet competing deadlines; and
- Collaborate effectively with lawyers and members of the Real Estate team, adapting to varying working styles while contributing to a responsive, solutions-oriented and high-performing practice.

Defining Success

Success in the first year will be defined by the candidate's ability to successfully:

- Support the continued growth of the real estate practice by independently managing a significant portfolio of commercial and land real estate transactions, enhancing the team's capacity while ensuring reporting, transaction tracking and file administration remain timely and current.
- Meet or exceed the firm's annual billable hour requirement of 1,200 hours through effective file management, timely completion of assigned legal tasks, accurate timekeeping, and consistent contribution to client matters.
- Strengthen collaboration between the corporate commercial and real estate practices by developing strong working relationships and supporting the seamless delivery of legal service.
- Earn the confidence and trust of the real estate group by developing strong relationships with Partners, Associates and clients, consistently delivering high-quality work, exercising sound judgment, and becoming a trusted resource who can independently manage sophisticated commercial real estate transactions; and
- Deliver exceptional transaction execution by independently managing multiple concurrent matters, coordinating complex commercial real estate and land transactions, anticipating issues before they arise, and ensuring transactions are completed accurately, efficiently and on schedule.

Candidate Profile

Competencies & Attributes

DLA Piper's success is built upon a culture of being *Exceptional, Collaborative, Bold and Supportive*. The successful candidate will bring not only the technical expertise required to support sophisticated commercial real estate transactions, but also the initiative, judgment and interpersonal skills to embody these values while thriving within a high-performing team. The ideal candidate will demonstrate the following competencies and attributes:

- **Detail Oriented** | Demonstrates exceptional attention to detail and accuracy, producing high-quality work while identifying potential issues, minimizing risk and managing multiple concurrent transactions.
- **Project Manager** | Coordinates multiple commercial real estate transactions by establishing priorities, managing critical dates, tracking deliverables and ensuring matters progress efficiently from commencement through closing.
- **Proactive** | Works independently with minimal direction, anticipates next steps and potential hurdles, and takes initiative to keep transactions advancing in a fast-paced environment.
- **Problem Solver** | Exercises sound judgment and critical thinking to identify issues early, develop practical solutions and confidently navigate challenges throughout the transaction process.
- **Communicator & Relationship Builder** | Builds trusted relationships through exceptional written, verbal and interpersonal communication, collaborating effectively with clients, lawyers, colleagues and external stakeholders to deliver an exceptional client experience.
- **Collaborative** | Adapts to varying working styles, communicates openly and contributes to a responsive, high-performing team focused on delivering seamless legal services.
- **Accountable** | Takes ownership of commitments by maintaining accurate transaction records, ensuring timely follow-up and consistently delivering work that reflects the firm's high standards of quality and professionalism.
- **Continuous Learner** | Demonstrates curiosity and a commitment to continuous learning by expanding technical expertise and remaining current with commercial real estate legislation, Land Titles practices and industry best practices.

Experience:

- Minimum of ten years of progressive experience as a real estate paralegal with at least five years commercial real estate within a private practice law firm or comparable legal environment.
- Demonstrated experience supporting sophisticated commercial real estate transactions, including acquisitions and dispositions, financing, leasing and land transactions.
- Strong experience supporting land transactions, with demonstrated understanding of the associated due diligence, registrations, documentation and closing processes.
- Proven ability to independently manage and coordinate multiple concurrent commercial real estate transactions from commencement through closing, including due diligence, document preparation and transaction execution.
- Experience working in a high-volume private practice environment, supporting multiple Partners and legal professionals on sophisticated client matters; and
- Strong working knowledge of Land Title & Survey Authority policies and procedures, commercial real estate documentation, registrations and related legal processes.

Education

- Successful completion of a recognized Paralegal or Legal Assistant diploma, or an equivalent combination of education and relevant experience.
- Proficiency with Spin II (Land Titles) is required; accreditation with the Personal Property Registry (PPR) would be considered an asset.
- High degree of proficiency using Microsoft Office Suite and PDF editing software.
- Commitment to ongoing professional development and maintaining current knowledge of commercial real estate law, Land Title & Survey Authority policies and procedures, and legislative developments.

DLA Piper Canada encourages all Applicants with disabilities to contact Humanis Executive Search if they require accommodation during the recruitment process. DLA Piper Canada will consult with the Applicant and provide, or arrange for the provision of, suitable accommodation in a manner that considers the Applicant's accessibility needs due to disability.