



Real Estate Conveyancing & Foreclosure Coordinator

Witten LLP is an Edmonton-based, full-service law firm, proudly serving the community for almost a century. Our accomplished team of about 50 lawyers and 100 staff and is committed to delivering exceptional services in a variety of areas to both private and public sector clients, as well as individual clients. We pride ourselves in being actively involved in the legal and broader community. Our firm members have long upheld a tradition of support, volunteerism, and pro bono contributions to numerous charities, social causes, and cultural initiatives. Read more about our firm, our culture and the services we provide on our website:

<https://www.wittenlaw.com/>

As a member of Witten LLP, you will join a dynamic and talented team, engaging in challenging and rewarding work. Our team members benefit from ongoing mentorship and collaboration, fostering continuous learning and growth.

We are seeking a detail-oriented **Real Estate Conveyancing & Foreclosure Coordinator** to manage files from expiry of a redemption period or post-foreclosure title transfer through listing, sale, and final closing. This role works closely with lawyers, property managers, realtors, lenders, and conveyancers to ensure files move efficiently and accurately through each stage of the process.

File Intake & Property Management

- Review and assume responsibility for files following foreclosure proceedings and title transfer.
- Assess property status, title documents, insurance requirements, and potential issues affecting sale ability.
- Review titles for caveats, encumbrances, tax notices, condo fee issues, and other conveyancing matters.
- Coordinate communications with condominium corporations, mobile home parks, and other relevant parties.
- Monitor ongoing property maintenance issues and correspondence from municipalities, utility providers, and property managers.

Listing & Realtor Coordination

- Coordinate the assignment of realtors and listing agents.
- Prepare and issue listing instructions and related correspondence.
- Review listing documentation and ensure all required agreements are fully executed.
- Track listing dates, expiries, price reviews, and marketing milestones.
- Maintain listing records and update internal databases and spreadsheets.

Sale Administration & Conveyancing

- Prepare sale forms and supporting documentation.
- Request and track mortgage payout statements.
- Maintain accurate records of listing prices, mortgage balances, and property information.
- Review offers purchase for completeness and accuracy.
- Coordinate offer review and approval processes with legal counsel and stakeholders.
- Communicate with realtors regarding offers, amendments, conditions, and sale requirements.
- Establish and manage critical sale reminders and deadlines.

Transaction Closing & Document Preparation

- Prepare trust documentation and sale packages for purchaser's counsel.
- Draft trust letters, statements of adjustments, bills of sale, and other closing documents.
- Complete tax certificate and search requirements.
- Calculate commissions and reconcile deposits.
- Coordinate file transfer for final disbursement of sale proceeds and claim submissions.
- Complete claims to mortgage insurers and communicate with mortgage insurers.
- Provide backup support for conveyancers and assist with file setup when required.
- Complete audit of files at completion.

Qualifications

- 3+ years of real estate conveyancing, legal assistant, paralegal, or foreclosure administration experience.
- Strong understanding of Alberta real estate transactions and Land Titles processes.

- Excellent organizational skills with the ability to manage multiple files and deadlines.
- Strong attention to detail and problem-solving skills.
- Legal Assistant or Paralegal education is considered an asset.
- Experience with foreclosure, lender, or bank-owned property files is preferred.

WITTEN LLP thanks all applicants for their interest and for submitting their application, however, only those candidates selected for an interview will be contacted. All applicants should be prepared to consent to a credit and/or an enhanced criminal background check yielding satisfactory, clear/complete results.

WITTEN LLP is committed to equity, diversity and inclusion in all of our recruitment, interview, employment and promotion processes. A variety of policies are in place that are intended to achieve a workplace free from discriminatory practices, including our Respectful Workplace, Paid Bereavement Leave, Unpaid Protected Job Leave, Sick Leave and Diversity of Equity Policies.

We welcome and encourage all qualified persons to apply. Please send a resume and cover letter to hr@wittenlaw.com. Resumes without a cover letter will be deemed incomplete.