

Residential Conveyancer

About Us

BTM Lawyers LLP is an award-winning full-service law firm located in beautiful Port Moody, just steps from Inlet Centre SkyTrain station. We represent a wide variety of individuals and businesses from across Canada, with a particular focus on the Tri-Cities and surrounding communities. Our exceptional team of staff and lawyers is dedicated to providing the highest level of legal services in an accessible, approachable, and professional manner.

About You

You are a hard-working Conveyancer who has experience with all aspects of residential transactions. You pride yourself in producing the highest quality work and giving excellent service to clients. You are looking for a collegial workplace where you can perform a variety of challenging legal work and pursue the next step in your career.

Job Description

- Preparation of sale, purchase, and mortgage documents for conveyancing
- Correspond with clients, solicitors, conveyancers, mortgage brokers, and real estate agents
- Dealing with contracts, title reviews, and mortgage payouts
- Preparing statement of adjustments and reconciliations
- Assisting in other general office duties as required

Qualifications

- 1+ years of experience in conveyancing
- Ability to handle all aspects of residential transactions from start to finish
- Excellent organizational and communication skills
- Exceptional attention to detail and accuracy
- Ability to work independently and as part of a team
- Ability to handle high volumes of work

We Offer the Following

- An inclusive, team oriented working environment with an emphasis on work-life balance
- Competitive Salary
- Comprehensive benefits package including extended health and dental
- Conveniently located near Inlet Centre SkyTrain Station and close to Port Moody's Brewers Row and Rocky Point Park

How to Apply: Please send your resume and cover letter to: slintunen@btmlawyers.com.