

Management Salary Scale Step 6
(\$2245.57 - \$2806.96 + BSA)

Description:

Reporting to the Manager of Real Estate, the incumbent serves as a Real Estate paralegal while also providing administrative support to the Real Estate Division. They are responsible for successful completion of various Real Estate legal, administrative, operational, and contract/agreement administration duties and specifically, the preparation of legal documents and coordination of property closings. The work performed is highly confidential and requires the ability to work independently in a fast paced environment. The incumbent must exercise a high level of professionalism, considerable tact, judgment and initiative.

Responsibilities:

- Provides property paralegal services to the Real Estate Division, with a firm understanding of real estate transactions and documentation required.
- Serves as administrative assistant to the Manager of Real Estate.
- Creates and maintains detailed and accurate property files.
- Ensures that files are organized efficiently, and that transactions are completed on time.
- Performs title and due diligence searches and other research/analysis required for property transactions and matters.
- Prepares fund requisitions, reports to internal and external stakeholders or clients, and collaborates with internal and external counsel.
- Drafts legal documents and correspondence, including acquisition and disposal documents, leases, licenses, and easements, and other legal documents related to property development.
- Prepares and registers legal documents.
- Serves as a point of contact for municipal real estate matters, answers inquiries via telephone and through maintaining the Real Estate inbox, and schedules appointments.
- Assists with contract management and administration, including acting as a liaison between the City and tenants/authorized users of municipal facilities.
- Maintains confidential and sensitive information.
- Other related duties as required.

Position Specifications:

Education and Experience:

Candidates will have a Paralegal or Legal Administration diploma or other related education. Minimum two (2) years experience as a Legal Assistant or Paralegal preferably within the corporate and real property field.

Knowledge and Desired Skills:

- Professional Relationships – ability to participate in a shared understanding of requirements in the work environment and fully contribute to team and departmental/corporate goals.
- Excel in a demanding, high-paced team environment, be highly detail-oriented, and flexible to changing priorities.
- Communicate effectively both verbally and written.
- Thorough understanding of process for registering documents in Land Registry systems.
- Establish and maintain effective working relationships with staff, other departments, and outside agencies.
- Able to effectively navigate property transactions and issues related thereto.
- Analytical Skills – ability to understand a situation by breaking into smaller pieces and/or tracing the implications in a step-by-step manner.
- Problem solving abilities – ability to identify issues or problems and develop strategies, ideas and opportunities for resolving them.
- Ability to prioritize, coordinate, and manage multiple competing priorities.
- Thorough knowledge and experience with Microsoft Office (Excel, Word, Outlook);
- Ability to communicate in both official languages will be considered an asset.

Interested individuals may apply in writing to hr@fredericton.ca by 4:30 pm on March 18, 2022
Only those candidates chosen for an interview will be contacted.

All interviews will take place virtually via Microsoft Teams

The City of Fredericton is an equal opportunity employer.

Internal/External Posting
4 March 2022

Fredericton
www.fredericton.ca

