



**Bingham Law is seeking a Corporate Commercial or Real Estate LEGAL ASSISTANT to join our team.**

### Position

This full-time position involves the preparation of standard documents relevant to commercial real estate, residential real estate, mergers and acquisitions, and financing. Other tasks include the preparation of invoices as well as any follow-up reminders and letters; the management of lawyers' calendars, appointments and tasks. The job requires quick, accurate dictation abilities, professional and polite interpersonal skills, strong organizational and time management skills, and the ability to work under pressure, both independently and as part of a team.

### Requirements

Experience as a corporate commercial legal assistant or as a real estate assistant is considered an asset.

We will consider candidates who have experience as a legal assistant in other fields of law (Real Estate, Litigation, Insurance, Family, etc.) or a person with a post-secondary degree.

This position requires an excellent working knowledge of Microsoft Office (Word, Excel and Outlook). Experience with Lighthouse accounting or other similar accounting software (PC Law, Simply Accounting) is considered an asset.

The successful candidate must have strong writing and proof-reading skills in English. The ability to work in French is an asset, but not required.

### Applying

Interested candidates may apply in confidence, submitting a cover letter and resume to Anne Hébert, CEO, at [ahebert@bingham.ca](mailto:ahebert@bingham.ca)