

Foreclosures Paralegal

We have a dynamic team of staff who are highly motivated with strong team spirit to provide exceptional support to our lawyers and clients. We are currently recruiting for a full-time Foreclosures Paralegal to join our Edmonton office.

Position Overview:

The Foreclosures Paralegal will work within a team of paralegals responsible for managing a portfolio of foreclosures transactions and preparing the necessary legal documents related to collections, bankruptcy, insolvency, and restructuring. The successful candidate should have knowledge of the foreclosure process from start to finish with a focus on insolvency and restructuring.

Job Responsibilities:

- Preparing, drafting, and revising foreclosures, bankruptcy and collections documents and routine correspondence independently with little direction
- Preparation of pleadings including but not limited to various affidavits and statements of claim
- Preparation of all receivership documents, writs, and proofs of claim
- Conducting various searches (conflict, corporate, land titles, BIA, King's Bench, etc.)
- Liaising with firm lawyers/paralegals and external parties involved with foreclosures and collections proceedings including financial institutions, insurers, bailiffs, and property managers
- Managing assigned files by monitoring the various steps through proceedings, meeting multiple deadlines on time and with accuracy
- Regular contact and follow-up with clients.
- Processing funds received in accordance with firm procedure

Our Ideal Candidate:

- Is a strong team player while having the ability to work independently
- Demonstrates strong time management and organizational skills
- Maintains professionalism, confidentiality and discretion
- Possesses good judgment with a high level of accuracy and strong attention to detail
- Has excellent verbal and written communication skills
- Is highly motivated, self-directed and able to prioritize and handle multiple deadlines in a fast-paced environment
- Has advanced experience in the MS Office suite
- Has prior experience with NetDocuments or another document management system

Foreclosures Paralegal

Key Qualifications and Education:

- Post secondary education from a recognized Legal Assistant/Paralegal program with a minimum of 3 years of foreclosures experience
- Demonstrated experience in collections, foreclosures, bankruptcy, insolvency and restructuring proceedings
- Strong understanding of commercial security
- In depth knowledge of legal terminology and principles, and Alberta Rules of Court

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Engaging and fun work environment with a lively social/staff committee
- Our proven high quality of service and commitment to our clients

Career Package:

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including a matching pension plan and health spending account.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources
600 McLennan Ross Building
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4
E-mail: jennifer.bell@mross.com

About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients

Foreclosures Paralegal

with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

Our Values:

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at mross.com.