



NOW HIRING: REAL ESTATE CONVEYANCER

Hayes Fry Law is redefining the practice of law. Let us tell you how.

WHO IS HAYES FRY LAW?

We are committed to applying innovative and strategic solutions when handling even the most complicated files while remaining humble, capable, adaptable and fresh with ideas. Our promise to our clients is our fierce devotion to offering a forward thinking, educational, and integrated approach to solving legal matters in a relaxed environment.

That's for our clients. For our team, we just like to hire great people and we love to create an environment that is above and beyond anything they've ever experienced. Why? Because our core values mean everything to us. When we hire new team members, we not only want them to be a great fit for each role we hire, but we always make sure their values are a great match for our core values. Culture before everything.

We take recruitment seriously because we only want the best of the best and the right fit for the job. Beyond just your unique skill set, we want to know you're dedicated, committed, an eager beaver, ripe with enthusiasm and a willingness to learn above all. We believe that you can work hard, have fun and be a part of a work culture that respects their team members. It's just how we roll and we want you to roll with us.

Hayes Fry Law is currently hiring for an experienced Conveyancer to work alongside our Residential Real Estate team. The successful applicant must have a minimum of 2-3 years of experience in conveyancing (more would be a great asset) and someone who is open to learning the Hayes Fry Law way. This is a permanent, full time position (not seasonal).

KEY RESPONSIBILITIES

- Residential real estate conveyancing and reporting.
- Working with clients, realtors, mortgage brokers, and other law offices to provide a complete transaction from start to finish on sales, purchases, and refinance files.
- Experience in Lawyer Done Deal would be fantastic, but not required (we can teach this if need be).
- Experience with PClaw would also be an asset, but not required.
- Commercial real estate and/or corporate law knowledge would be an asset but not required.
- Understands and is eager to learn the HFL process when it comes to files and procedures we have in place and is keen to implement our way of practice.



- Willingness to assist/guide clients through the initial process, prior to their meeting with our lawyer. It's key to identify and know that some clients will need more attention than others.
- The ability to work independently.
- Attention to detail and ability to read through contracts.
- A willingness to learn and be open to continued education.
- Helping out other team members in the office when needed.
- Comfortable networking if the opportunity presents itself. We want you to excel at your job as much as you do!
- Be trustworthy, not just towards privileged information, but also to conversations around the office.
- To believe in Hayes Fry Law and all that it has to offer. We are redefining the practice of law but this goes far beyond just that. We are truly a unique culture smashing the glass ceiling one day at a time.

WHAT YOU BRING TO THE TABLE

- Positivity and an outgoing nature mixed with patience and understanding
- Flexibility and a willingness to learn and take on more if and when needed
- A cultural fit. Get along with all personality types but also remain professional and kind.
- Highly organized. This job is as organized as the person is doing it. We love list people!
- Knowledgeable with technology and must be able to do the basics but open to learning new platforms and systems.
- Consistent and dependable. Always show up and be consistent in your work and job habits.
- You have a great work ethic, not just a 9-5 approach. We go above and beyond at HFL for our clients and they are our #1 priority. The right fit for this role will always go the extra mile when required.
- Handle stressful situations calmly and well. Even at HFL we have the occasional stressful situation, but how you handle it will result in high fives from the rest of the team.

WHAT'S IN IT FOR YOU

- Competitive salary
- Vacation and full benefits package including Dental, Wellness, Drugs, and Life Insurance
- Semi-annual or annual bonus based on firm discretion and performance

If this is you, then we'd love to hear from you! Please email us a cover letter and your resume to leah@hayesfrylaw.ca and we will be in touch if we think you're a fit for the role.