

**Position: Paralegal**  
**Department: Legal**

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The Paralegal will be an integral member of a dynamic and collaborative team involved in a wide breadth of commercial and residential real estate development projects. This role works closely with many different team members across all departments including acquisitions, sales, leasing, development, construction, and finance.

Our Team is a flat, fast and entrepreneurial mix of specialists that add value by solving complex problems. Every day is different and every project is special. You thrive in this high performance but supportive, casual environment. You bring your own mix of talents to this team and support others, like they support you in your daily endeavors.

We are proud of our company culture and strive to bring the right people into our team, providing our employees with worthwhile, engaging work and a supportive culture that is open to new ideas and opportunities for growth. We bring out the best in each other by constantly striving to be world class in all we do. These values are reflected in our Real Estate Projects, our Company, and our People.

At Conwest, we offer a competitive compensation and benefits package, a casual and family-friendly atmosphere, ongoing education and training, trendy swag, a fabulous office with a well-equipped in-house gym and kitchen built for events in an award-winning building, and so much more.

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**Start date is immediate.**

**Salary is commensurate with experience.**

**For more information or to apply with your resume and cover letter, contact Human Resources by email only to [HR@Conwest.com](mailto:HR@Conwest.com). We thank you for your interest however only well-qualified, local candidates will receive a reply.**

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### KEY INTERNAL RELATIONSHIPS

- Reports to General Counsel.
- Works directly with Legal, Sales, and the Executive team, as well as all members of staff as part of a collaborative team-based culture.

### KEY RESPONSIBILITIES

#### Sales

- Assist with legal agreements and related documents:
  - Track and summarize offers to purchase
  - Prepare notices, waivers, assignments, and amendments at the direction of the General Manager – Sales & Asset Management and General Counsel
  - Review and amend offer to purchase templates and information summaries as projects progress
- Assist with closing process
  - Prepare closing notices
  - Coordinate external counsel's information package for purchasers' lawyers
  - Assist with the review of strata bylaws, strata plans, parking plans, and area measures in advance of LTO filing
  - Assist with the coordination of and review closing documents prepared by external counsel
- Other project as assigned by the General Manager - Sales & Asset Management and General Counsel

#### Acquisitions

- Assist with due diligence:
  - Carry out legal related due diligence searches and reviews and prepare summaries
  - Assist with the preparation of various legal reports
- Assist with closing process
  - Assist with the coordination of and review closing documents prepared by external counsel
- Other projects as assigned by the Senior Manager - Acquisitions and General Counsel

#### Financings

- Assist with the coordination and review of security documents
- Assist with satisfying legal conditions precedent for loans
- Work with General Counsel, Chief Financial Officer, and VP Finance

#### Leasing

- Assist with preparation of various lease documents including offers, amendments, renewals, extensions, and notices

- Work with Senior Manager – Properties, General Manager – Sales & Asset Management, and General Counsel

### **General**

- Prepare and file annual maintenance documents
- Updating of corporate minute books
- Preparation and filing of various LTO documents
- Assist with creation of new corporate entities and reorganizations
- Other projects assigned and provide general support to General Counsel

### **COMPETENCIES**

To be successful in this position, the Paralegal needs the following core competencies:

- Ethical conduct
- Strategic thinking
- Communications proficiency
- Personal effectiveness/credibility
- Time management
- Management and operational effectiveness

### **SOFT SKILLS & CHARACTER**

#### **Relationship and Collaboration Focused**

- Be an active listener to messages being communicated by stakeholders/team members and authentically engage with them in the work of the organization
- Possess a strong level of emotional intelligence (EQ)

#### **Integrity**

- Act in a manner consistent with the vision, mission, and values of Conwest
- Consistently demonstrate sincerity, honesty, respect, and empathy in all interactions with stakeholders
- Be highly ethical

#### **Growth Mindset/Champion Mindset**

- Ready to take on new challenges and grow with Conwest
- Self-starter who is passionate about learning the real estate development business
- Comfortable with an environment that flexes with the changing needs of the projects and company

#### **Excellent Judgment & Problem Solver**

- Efficiently and effectively perceive and assess situations, determine effective strategies to maximize opportunity and minimize risk
- Solution-oriented and a natural problem solver
- Possess the ability to seek creative and non-traditional solutions to unique problems

### QUALIFICATIONS

- Completion of recognized Paralegal certification program
- Minimum 4-7 years of experience as a Paralegal in a law firm or in-house
- Familiarity/proficiencies with myLTSA and BCOline preferred
- Knowledge of real estate development and sales an asset
- Thorough knowledge of industry procedures and principles.
- Strong interpersonal and organizational skills.
- Ability to meet deadlines and work under pressure.
- Clear and effective communication skills.
- Able to work well in a fast-paced, collaborative, team-based environment with a diverse portfolio of work.
- Self-motivated to accomplish objectives.
- Must possess demonstrated proficiency in MS Office and Adobe Acrobat