

## PARALEGAL - COMMERCIAL LENDING

Alexander Holburn Beaudin + Lang LLP is a leading regional firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking a Commercial Lending Paralegal with solid work experience and educational background to join our team. Candidates must be able to work well both independently and within a team environment. If you are an organized, detail-oriented individual who demonstrates strong communication skills and professionalism while working with both staff and clients, we want to hear from you.

### Responsibilities:

- Communicate and receive instructions from Borrower or Lender with respect to new loans.
- Receive and review commitment letters.
- Conduct due diligence searches.
- Draft and review all security documents and arrange for filing of same at the appropriate registries.
- Request and disburse funds.
- Draft final reporting letters to clients.
- Backup to Commercial and Residential Conveyancer.

### Qualifications:

- A Paralegal certificate or diploma from a recognized institution.
- Minimum of 3+ years' Paralegal experience working in commercial banking/secured lending. Experience with commercial and residential conveyancing would be considered an asset.
- Excellent grammar, spelling and proofreading skills.
- The ability to prioritize work and meet tight deadlines.
- Knowledge of iManage and Elite would be considered an asset.

### Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

### Diversity + Inclusion:

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to [hrinfo@ahbl.ca](mailto:hrinfo@ahbl.ca).