

INTERMEDIATE COMMERCIAL LENDING PARALEGAL

Alexander Holburn Beaudin + Lang LLP is a leading 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 full-time Intermediate 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.

Responsibilities:

- Receive and review instructions from the Lender.
- Communicate with the Borrower and Lender regarding search authorizations and requesting required information.
- Obtain and review due diligence searches, including Personal Property Registry and corporate records.
- Draft, review, and revise standard and non-standard security documentation.
- Coordinate document execution and ensure proper completion and witnessing of all required documents.
- Forward loan and security documents to the Borrower's solicitor.
- Review and verify executed security documents for completeness and compliance.
- Coordinate with Lenders and the internal accounting team to arrange for disbursement of funds.
- Arrange for the filing of security documents at the appropriate registries.
- Prepare final reporting letters and loan closing binders for clients.
- Obtain and review post-registration searches.
- Maintain accurate file management and document control throughout the transaction lifecycle.
- Other duties/responsibilities as required.

Qualifications:

- Graduate of an accredited Paralegal program.
- A minimum of 8+ years of experience working as a Paralegal within the commercial lending practice area.
- Solid understanding of the Personal Property Security Act and filings in the Personal Property Registry.
- Proficient in Microsoft Word and Outlook.
- Excellent attention to detail and organizational skills; with the ability to exercise sound judgment, discretion, and confidentiality.

- Strong written and verbal communication skills.
- Ability to prioritize work, multitask, and meet deadlines.

Compensation:

AHBL offers a competitive salary ranging from \$80,000 to \$100,000. We also offer a variety of benefits, including:

- Health and Dental plan, an Employee Assistance Program (EAP), and a matching RRSP Program after one year of employment with the firm.
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year.
- Lifestyle Benefit: fitness reimbursement for memberships and gym equipment.
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

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