



Ontario Realty Corporation
Société Immobilière de l'Ontario

DELIVERING STRATEGIC SOLUTIONS.
BUILDING SOLID CAREERS.

Delivering strategic solutions. Building solid careers.

The **Ontario Realty Corporation (ORC)** strategically manages, on behalf of the Ontario government, one of the largest real estate portfolios in Canada. Smart, strategic thinkers are the cornerstone of our success in delivering value, service and innovative solutions province-wide. Take ownership of your career with us.

Leasing Law Clerk

This **Toronto-based** position will be of particular interest to a detail-oriented, organized professional with 3 or more years of experience in a similar role within a commercial leasing environment. You will coordinate retainers of external counsel, review documentation prepared by external counsel, prepare lease documents, update precedents, and co-ordinate and maintain the lease portfolio reports. You will also be responsible for providing all required administrative assistance to the leasing legal team. Your excellent writing, editing and proofreading skills will come to the fore, as will your strong multi-tasking and prioritization abilities and proficiency in MS Office. A Law Clerk certificate is required.

To apply, please e-mail your resume (MS Word only), indicating **File # LS-10-1** in the subject line, to resumes@ontariorealty.ca. We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

www.ontariorealty.ca