

stewart title®

Stewart Title Guaranty Company is a leader in the Canadian title insurance industry and is headquartered in Toronto with offices located from coast-to-coast. Best known for its innovative technology systems that enhance the real estate closing process, Stewart Title helps lawyers increase efficiency and decrease costs by offering value-added title insurance products for residential and commercial properties.

At Stewart Title, our motto is *magnificent service by inspired professionals*. We offer a challenging and team-oriented environment, as well as a competitive salary and complete benefit package.

We are currently recruiting for a **Law Clerk** to join our Operations Teams in the Toronto office. These positions play an integral role in our company's dedication to Customer Service excellence.

Responsibilities:

- Process title insurance orders and final policies including preparing, faxing and closing
- Field client calls including taking title insurance orders, responding to inquiries and questions
- Prepare and distribute general correspondence, documents and information packages
- Handle customer inquiries, questions and problems
- Liaise with our Underwriting Department to on title/survey problems, policy questions and customer concerns
- Provide high quality service to clients
- Other duties as required or assigned

Requirements:

- Law Clerk/Legal Assistant Diploma or equivalent
- Minimum of 1-3 years real estate transaction experience or equivalent
- Excellent customer service skills
- Excellent organizational and scheduling skills
- Have working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint
- Excellent verbal and written communication skills
- Ability to multi-task and meet tight deadlines
- Attention to detail
- Ability to work well in a team

Accommodation:

To pursue this opportunity please forward your cover letter and resume to the HR Department via email (INTLresumes@stewart.com) or alternatively via fax (416) 981-7214. Please make sure you include the position you are applying for and salary expectations in the cover letter.

Stewart Title is committed to accommodating persons with disabilities. If you require accommodation during any aspect of the application process, please let us know. We can be reached by:

- Email (INTLresumes@stewart.com)
- Telephone: (416) 307-3300 (please ask to speak to a Human Resources representative)
- Mail: 200 Bay Street, Suite #2600, Toronto, ON M5J 2J2
- Fax: (416) 981-7214

Privacy:

Your privacy is important to us. We consider and define Personal Information as any data relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a photo, an email address, bank details or posts on social media. We only collect, store, use and disclose Personal Information from prospective and current employees for legitimate employment, legal, and business purposes. You can learn more about how we handle

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and process your personal information in relation to our recruitment process by making a request to our Human Resources department.

Thank you to all applicants for your interest. Please note, only those that are under consideration will be contacted.