

# 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** or **Customer Service Representative** to join our Operations Team in our Toronto office. Hours of work are 11:30am-8:00pm. The successful candidate will receive internal and external real estate law clerk training if required.

## **Responsibilities:**

- Fielding client calls, including taking title insurance orders and responding to questions and inquiries relating to title insurance and/or minor technical support matters
- Liaising with various departments to resolve customer inquiries
- Providing high quality service to clients
- Other duties as required or assigned

## **Skills & Requirements:**

- Law Clerk/Legal Assistant Diploma or sufficient customer service experience with a willingness to complete real estate law clerk training (provided by the Company)
- Minimum 1-3 years of real estate law firm/transaction experience or customer service experience
- Excellent customer service skills
- Excellent verbal and written communication skills
- Excellent organizational and scheduling skills
- Ability to multi-task and meet tight deadlines
- Ability to work well in a team
- Have great attention to detail
- Have working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint

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

## **Accommodation:**

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](mailto: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

# stewart title

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.*