



Title: Legal Assistant

Location: 3203 - 93rd Street NW, Edmonton

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Director, Alberta Legal Services, as the **Legal Assistant** you are responsible for providing administrative support to the legal department for residential lot / home conveyancing, financial lot payouts, and general administrative responsibilities.

Your day-to-day responsibilities will include:

- Managing lot conveyancing requirements, tracking lot sales and holdbacks, preparing reports and related administrative tasks.
- Preparing and distributing correspondence, reports, spreadsheets and other related documentation respecting lot / home sales.
- Preparing of mortgage registrations, discharges and conveyance documents.
- Assisting in land acquisition and registration of lots in builders' name.
- Preparing financing security documents and proofreading legal documents.
- Managing filing system and off-site storage of closed files for legal department.
- Creating and maintaining an updated database for legal files including organizing and maintaining system for timely notice of closing and anniversary dates, and expiration dates.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- Degree or Diploma in Legal Administrative Services, or equivalent.
- Minimum 3 years of experience as a Legal Assistant, working with legal documents and conveyancing.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing Date: August 22, 2025

[Apply here](#)