



Legal Assistant, Real Estate – Calgary

About Us

Graham Group (“**Graham**”) is a growing, dynamic and innovative construction solutions provider with a history of success dating back to 1926. As an employee-owned company, you will be able to capitalize on our collective success by becoming an owner yourself. You will also be able to take advantage of professional development, learning and growth opportunities, while working on exciting, leading-edge projects.

Graham ranks among Canada’s largest construction companies, is a Platinum Member of Canada’s 50 Best Managed Companies and is seeking top tier talent to further strengthen our capabilities. We provide a collaborative and caring culture and the necessary tools and support for you to succeed, both personally and professionally. If you’re eager to work on innovative projects, be part of a great team and become an employee-owner, Graham is the place for you.

As a member of Graham’s Development & Strategic Investment division (“**D&SI**”), you will actively manage and maintain corporate records and provide general support on real estate development projects undertaken by Gracorp, a wholly owned subsidiary of Graham.

Gracorp is a merchant-style, private market real estate developer with offices in Vancouver, Calgary and Seattle. From office, retail, hospitality, industrial to mixed-use multi-family residential, Gracorp partners with a variety of landowners, developers and investment firms to deliver real estate investment opportunities to the marketplace. Gracorp is currently involved in developing ten projects in Canada and the Pacific Northwest in the United States, totaling over \$1.1 billion.

The Position

The **Legal Assistant, Real Estate**, reporting to the Director, Real Estate, will provide corporate secretarial and administrative support on a variety of matters in support of Gracorp’s real estate development projects.

*As a **Legal Assistant, Real Estate** at Gracorp you will:*

- Maintain corporate level minute books;
- Draft resolutions and other corporate secretarial documents, including certificates of limited partnership;
- Maintain in good standing corporate level entities;
- Update, maintain and file certificates of limited partnership;
- File annual returns and corresponding annual resolutions;
- Under the direction of the Director, Real Estate draft meeting notices, related documents and maintain meeting minutes;
- Under direction of the Director, Real Estate assist in revising draft contract documentation to affect the investment opportunities, including joint venture agreements, limited partnership agreements, development agreements and documentation related to leasing and sales transactions;
- Provide general support to real estate team, including conducting due diligence searches, maintaining project meeting minutes, coordinating and tracking project related documentation, maintain and manage flow of information between project team, client and consultants;
- Maintain current and accurate filing of documents in project folders;
- Coordination and tracking of project related Change Orders, Requests For Information, Submittals, etc. (maintaining binders, updating logs)



GRACORP

To be successful at Gracorp, you will have the following qualifications and experience:

- Completion of post secondary legal assistant training;
- Completion of APPRES and CORES Level 2, Level 3 preferred;
- 4 or more years of office experience, ideally within the commercial real estate or corporate departments of a legal firm or corporate legal department;
- Proficient in Microsoft Office (eg. Word, Excel, Powerpoint);
- Ability to draft corporate documents using corporate law terminology;
- Ability to draft correspondence with a precision and tone appropriate for corporate legal communications;
- The ability to prioritize tasks and work on multiple assignments in a team environment;
- Exceptional communication skills, both written and oral;
- Passion for continued professional development and interest in real estate development

Compensation and Benefits:

- Competitive salary with annual bonus potential
- Comprehensive benefits package including dental, optical and medical and company matched pension plan.
- Ownership and long-term equity opportunities

What We Can Offer You

- Strong commitment to safety in the workplace
- Grounded and family-oriented workplace in a progressive environment that is at the forefront of a fast-evolving business sector
- Commitment to the training and wealth of opportunities for career development across job categories, project types and locations around North America

Gracorp is an Equal Opportunity Employer, and employment selection decisions are based on merit, qualifications, and abilities. Gracorp does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.

We're Building careers, not filling jobs.

View available job opportunities and submit your application online at www.graham.ca/careers

Applications will only be accepted as online submissions through the Graham website.

Please, no unsolicited resumes or phone inquiries from agencies, thank you.

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