STIRLING
BUSINESS LAW

Mid-Level to Senior Real Estate Paralegal

Location: Downtown Vancouver, BC (above Pacific Centre)

Position Type: Open to discussing Full-Time or Part-Time

Experience Level: Mid-Level to Senior (3 to 5 years)

Posted: October 28, 2026

Stirling LLP is a boutique business law firm located in the heart of downtown Vancouver, above Pacific Centre. We advise businesses of all sizes across a wide range of sectors on transactions that include:

- Business purchases and sales, including asset and share transactions
- Standard-form legal agreements
- Incorporation of British Columbia and federal companies
- Shareholders' agreements
- Limited partnerships and limited liability partnerships
- Incorporation and organization of societies and not-for-profit entities
- Corporate reorganizations
- Rollovers under the Income Tax Act
- Confidentiality and non-competition agreements
- Settlement agreements, waivers, releases, and indemnities

Position

We are seeking a mid-level to senior real estate paralegal with strong experience in **commercial real estate transactions** to join our small, busy team.

Key Responsibilities

Commercial Real Estate Transactions:

Manage real estate paralegal matters, including filing subdivision and strata plans and related land title documents; preparing title reports; conducting due diligence searches and drafting reports; closing commercial transactions; preparing trust declarations; preparing and registering Land Title Office documents; and coordinating registrations outside British Columbia.

Precedent System Management:

Maintain and continually improve the firm's residential conveyancing precedent system.

Developer Client Support:

Assist with drafting disclosure statements under REDMA and related information packages, and manage deposits paid on pre-sales for developer clients.

Conveyancing & Refinancing:

Manage 10–15 residential conveyances and refinancings each month from opening through completion, including document preparation, billing, and final reporting.

Registrations and Filings:

Complete online registrations with the Personal Property Registry and file Fixtures Notices with the Land Title Office.

Secondary Practice Area Support:

As capacity permits, assist with corporate and estate paralegal matters. These duties are secondary to the primary real estate paralegal role.

Client & Service Provider Engagement:

Communicate directly with clients and service providers regarding these matters.Help the firm meet clients' legal and business needs in a timely and professional manner.

General Support:

Perform other duties as required.

Qualifications

Experience:

Three to five (3–5) years of experience as a real estate paralegal, primarily handling commercial transactions.

System Knowledge:

Knowledge of the Land Title and Survey Authority's online and web-filing platforms, BC OnLine, and BC Registry Services procedures and online systems.

Education:

Post-secondary education in legal administration or equivalent training and experience.

Technical Skills:

Strong computer skills, including proficiency with Microsoft Office and Adobe. Experience with Lawyer Done Deal, Soluno, and NetDocuments is considered an asset.

Communication & Detail:

Exceptional proofreading and grammar skills, with close attention to detail.

Organization:

Excellent organizational and communication skills, with the ability to prioritize multiple tasks and independently manage files.

Professional Attributes:

A service-oriented, adaptable, reliable, and professional approach. Sound judgment in maintaining confidentiality and exercising discretion.

Teamwork:

Ability to work effectively both independently, with minimal supervision, and as part of a team.

Experience:

At least three (3) years of experience as a corporate services paralegal.

System Knowledge:

Working knowledge of BC Online, B.C. name-reservation procedures, and related online registry systems.

Education:

Post-secondary education in legal administration or an equivalent qualification.

Technical Skills:

Strong computer skills, including proficiency with Microsoft Office and Adobe. Experience with Appara, Soluno, and Netdocuments is considered a strong asset.

Communication & Detail:

Exceptional proofreading and grammar skills, with meticulous attention to detail.

Organization:

Excellent organizational and communication skills, with the ability to multitask and manage files independently.

Professional Attributes:

A service-oriented, adaptable, reliable, and professional approach. Demonstrated commitment to confidentiality and discretion.

Teamwork:

Ability to work effectively both independently with minimal supervision and collaboratively as part of a team.

Interpersonal:

Preference will be given to candidates who bring a good sense of humour, balance confidence with humility, and are willing to contribute beyond the boundaries of their job title.

Work Arrangement:

We operate in a cloud-based environment and are open to discussing a flexible work arrangement.

How to Apply:

If you are interested in this opportunity, please send your résumé to Roshni Reddy at rreddy@stirlingllp.com.