



JOB POSTING

Licensed Paralegal / Property Assessment and Taxation

MTE Paralegal Professional Corporation, an affiliate company of Municipal Tax Equity Consultants Inc., is a growth oriented, private sector Paralegal firm that provides support services to Ontario municipalities in the field of property assessment and taxation.

MTE is currently seeking a Licensed Paralegal with specialized skill and experience in the field of property assessment to join our team. As a committed member of our diverse group, you will work closely with our Paralegal staff, and our Affiliate company to provide municipalities throughout Ontario with expert advice and representation in appeal matters before The Assessment Review Board.

Required Competencies and Qualifications:

We are looking for a self-disciplined, task-oriented individual with 5 + years of related experience who is able to work to tight deadlines in both a team environment and independently.

A valid Paralegal License to provide property tax and assessment Legal Services from the Law Society of Ontario is required.

All applicants must also possess the following:

- A thorough understanding of Ontario's assessment system including all relevant legislation and regulations,
- A proven record in managing and participating in matters before the Assessment Review Board and in liaising with MPAC and other stakeholders, and
- Excellent oral and written communication skills and superior abilities in organization and managing priorities.

Possessing one or more of the following assessment and appraisal designations will be considered an asset: AIMA, MIMA, AACI, or equivalents.

Please send your resume and cover letter to jobs@mte.ca

MTE Paralegal is an equal opportunity employer. While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

MTE Paralegal is situated off the 401 just west of The City of Mississauga. Please note that we are not accessible by public transit. For more information about our company, visit www.mte.ca