



**Job Title :** Director, Legal Affairs  
**Location :** Toronto  
**Job Type :** Permanent

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Otéra Capital is among the largest commercial real estate debt lenders in Canada. It is a leader in commercial real estate debt, recognized for its expertise, professionalism and reliability. Our integrated approach includes providing term and interim loans, as well as performing asset management and loan servicing. Otéra can also rely on a large number of financial products, such as syndication and securitisation.

Otéra Capital is a subsidiary of the Caisse de dépôt et placement du Québec, one of Canada's leading institutional fund managers.

Our success is based to a large extent on our employees' talent and this is why we rely on their development and autonomy, and offer them learning and growing opportunities. By means of a competitive compensation and benefits package, as well as programs towards health and well-being, our employees are able to balance their work and personal life. We offer an environment that is both stimulating and dynamic, and focusses on openness, pursuit of excellence, teamwork and commitment. We also believe that our corporate social responsibility is important and we frequently give our employees the chance to participate in it.

## **YOUR ROLE**

Have you developed a robust expertise in Real Estate Law? Do you have solid negotiation and communication skills? Are you a strong relationship builder? This is an excellent opportunity to participate in major transactions in North America by joining a team of dynamic experts who play a key role in the success of our organization.

Reporting to the Vice President, Legal Affairs and Corporate Secretary, the incumbent employee is responsible for the continuity and control of legal data needed for the granting of loans. He or she drafts, analyzes and negotiates specific legal documents with the mandated external counsel. The incumbent also makes recommendations while examining the documents and oversees the preservation and creation of standard security documents for financing purposes. The incumbent provides legal advice to all Otéra Capital departments.

## YOUR MAIN RESPONSIBILITIES

- Support all departments, including the real estate financing team, risk, funding, finance, workouts (loan restructuring), as well as loan syndication and capital markets for all legal issues;
- Participate in discussions and negotiations concerning loan restructuring;
- Responsible for examining and analyzing legal files;
- Draft and revise all loan documents, including guarantees, participate in negotiating guarantee documents required for loans, and ensure that legal documents comply with financing approval documents;
- Participate in U.S. transactions;
- Prepare or revise standard legal documentation with respect to real estate financing;
- Supervise the work of external counsel and ensure payment of all legal fees;
- Approve and sign legal documents and/or ensure that appropriate signatures are obtained;
- Conduct due diligence on loan files;
- Participate in monitoring legislation.

## YOUR PROFILE

- Bachelor's degree in common law (civil law an asset);
- Member of the Law Society of Ontario (or another common law Canadian law society);
- Minimum of ten (10) years of relevant experience in real estate law and real estate financing in Canada;
- Experience in corporate and commercial law (asset);
- Perfect spoken and written English;
- Strong spoken and written French (asset);
- Excellent legal analysis and contract writing skills;
- Excellent writing, simplification and summarizing skills;
- Problem-solving skills;
- Autonomous, proactive and able to work under pressure;
- Meticulous, able to meet deadlines, manage priorities and multitask;
- Strong business sense;
- Excellent ability to communicate with various stakeholders;
- Able to build relationships with employees at all levels and with outside stakeholders.

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The masculine is used for the sole purpose of lightening the text. We subscribe to the principle of employment equity and encourage diversity and inclusion. All candidates are welcome to apply; however, only candidates selected for an interview will be contacted.

**Please send your resume to:**

**Otéra Capital**

[cvrh@oteracapital.com](mailto:cvrh@oteracapital.com)

World Trade Centre

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