

Paralegal

Summary

The paralegal is responsible for supporting the Company and the General Counsel in relation to the Company's core business, with the primary focus on real estate related matters, including, but not limited to, the preparation of various deeds, contracts, lease agreements, closing documents, and other real estate related contracts. They will be tasked with supporting the General Counsel throughout all legal processes including the closings for the sale and purchase of real estate, as well as thoughtful preparation of lease agreements and amendments. Collaboration is integral to the Company's success and an applicant should demonstrate a history, willingness and strong desire to work with a team.

Responsibilities

- Assist in the review of title, survey, environmental, zoning and other real estate related due diligence items and reports in preparation of closing the purchase and/or sale of real estate;
- Assist in the preparation of lease agreements, amendments, and addenda and other landlord/tenant contracts;
- Assist in the preparation of land use and zoning applications with local municipalities, as well as in the research of various tax credits and other incentive options available on any given project; and
- Assist General Counsel in all other key areas related to the business and its platform companies.

Qualifications

- Associates degree in paralegal studies or related field or equivalent experience; Bachelor's degree in similar field preferred
- Paralegal certificate from an accredited institution
- Adherence and understanding of current rules and regulations
- Minimum of 3+ years as a paralegal in the real estate industry; commercial real estate experience is a plus
- The ability to handle numerous time-sensitive matters simultaneously is integral to this position
- Comprehensive understanding of legal language and terms
- Strong knowledge of Microsoft Office Suite
- Proficiency in all applicable computer software programs
- Capability to demonstrate initiative and reflect a sense of urgency by meeting or exceeding deadlines
- Excellent interpersonal skills and ability to work in a team environment
- Demonstrated leadership, self-management, and problem resolution skills