

COMMERCIAL AND CORPORATE REAL ESTATE PARALEGAL

JOB DESCRIPTION

Experienced commercial and corporate real estate paralegal needed immediately for busy Wheaton office. Candidate must be able to demonstrate professional integrity, attention to detail, and exercise good judgment in handling sensitive information. A professional image, excellent communication and strong organizational skills are required. The qualified candidate must be detail-oriented, a self-starter, who is extremely responsible, dependable, highly motivated, able to work in a fast-paced environment, possess a great work attitude and be a team player. Successful candidate also must be able to work independently while, at the same time, be able to clearly and routinely communicate file status. The position requires an individual able to demonstrate a breadth of knowledge of both commercial and residential real estate concepts and transactions.

PRINCIPLE DUTIES & RESPONSIBILITIES

Real Estate Paralegal (Specific Duties):

- Assist attorneys in title and survey review
- Organize and coordinate property acquisition activities, including title clearance
- Organize/Coordinate Residential and Commercial Real Estate Sale and Loan closings, including preparation of all closing documents.
- Assist in drafting of purchase and sale agreements and residential real estate leases
- Preparation & review of closing figures/HUD statements
- Order estimates of redemption, water certifications, zoning certifications, & property inspections.
- Review title reports, obtain payoff statements, and obtain clearance of all title issues
- Calculate closing figures (including bank escrows)
- Post-closing document control, UCCs, satisfactions
- Real property transfer tax preparation and submissions

Corporate Transactional Paralegal (Specific Duties):

- Prepare corporate documents and materials
- Provide assistance in the preparation for and closing of various corporate transactions, including mergers and acquisitions and initial public offering
- Assist with preparation of all documents required to form corporations, partnerships and limited liability companies
- Prepare documentation for amendments, withdrawals, mergers and dissolutions of corporations, partnerships and/or limited liability companies
- Prepare and Conduct UCC Filings & Searches.
- Create and maintain corporate minute books
- Assist attorneys with the completion of stock certificates

SKILLS

- Must have three to five years' experience commercial real estate transactions and corporate law, within a law firm environment.
- BA/BS or Paralegal Certificate required.
- Advanced level of proficiency in Word, Outlook, Excel and PowerPoint.

Send resumes and inquiries to: wheatonlawfirm@gmail.com. Mention Paralegal Resume in the title line.