Experienced Real Estate Paralegal (Full-Time or Part-Time)

Nathanson & Goldberg, P.C.

183 State Street, 5th Floor, Boston, MA 02109

|  |  |
| --- | --- |
| Qualifications•Bachelor's degree and 5+ years of experience in commercial and high-end residential real estate transactions, including experience with acquisitions, dispositions, and financings with a focus on title & survey matters are required; Experience with First American Title Insurance Company preferred; •You will have strong organizational and communication skills, be capable of handling multiple responsibilities simultaneously, and be able to work well in a team-oriented environment•Ability to follow complex instructions with high degree of accuracy and attention to detail•Strong proficiency with Microsoft Office programs, including Word, Outlook, Excel, and PowerPoint•Notary Public (Massachusetts) | Responsibilities•Order, review, and summarize title commitments, exception documents and surveys, interfacing directly with the title company and surveyor to resolve any issues or discrepancies and to negotiate title insurance policy coverage•Preparation and administration of contract critical dates and closing checklists•This will require forming LLCs, partnerships, drafting organizational documents, and authority certificates and resolutions•Coordination and assistance with all aspects of real estate closings, including ordering and reviewing diligence materials (e.g., zoning reports, UCC lien searches), and preparation of conveyance documents and settlement statements•Preparation of initial draft documents, amendments to agreements or leases and miscellaneous documents, including estoppel certificates, SNDAs and Memos of Lease, for attorney review•Proofread and redline documents |

**Full description**

Make an impact at Nathanson & Goldberg, P.C., where we partner with our clients to practice real estate and commercial law with integrity, creativity, agility, and purpose.

**What you do**: • Order, review, and summarize title commitments, exception documents and surveys, interfacing directly with the title company and surveyor to resolve any issues or discrepancies and to negotiate title insurance policy coverage. • Preparation and administration of contract critical dates and closing checklists. • Coordination and assistance with all aspects of real estate closings, including ordering and reviewing diligence materials (e.g., zoning reports, UCC lien searches), and preparation of conveyance documents. • Preparation of initial draft documents, amendments to agreements or leases and miscellaneous documents, including estoppel certificates, SNDAs and Memos of Lease, for attorney review. • Knowledge of formation of entities and the preparation and/or review of organizational and authority documents. • Attending to all post-closing requirements, including preparation of closing indices, the preparation and organization of closing binders, and monitoring all post-closing deliveries or requirements.

**Who you are**: • Bachelor's degree and 5+ years of experience in commercial and residential real estate transactions, including experience with acquisitions, dispositions, and financings with a focus on title & survey matters are required. • You will have strong organizational and communication skills, be capable of handling multiple responsibilities simultaneously, and be able to work well in a team-oriented environment. • Nathanson & Goldberg, P.C. is an equal opportunity employer. This means that Nathanson & Goldberg, P.C. considers applicants for employment, and makes employment decisions without unlawful discrimination on the basis of race, color, gender, gender identity or expression, age, religion, national origin, citizenship status, disability, medical condition, genetic information, marital status, sexual orientation, military or veteran status, or other legally protected status.

This job description is not intended to be a comprehensive list of the duties and responsibilities of the position and that the duties and responsibilities may change without notice.

**To apply, send a cover letter and résumé to Scott Schlager at** **sas@natgolaw.com****.**