

## **Commercial Real Estate Paralegal**

Reid and Riege, P.C. is seeking a full-time Commercial Real Estate Paralegal with a minimum of five years' experience in all aspects of commercial real estate including transactional matters, financing, leasing and title reviews. Experience with large commercial closing is a plus.

Duties will include:

- Assisting in the transaction closing process from start to finish, including preparing closing checklists, settlement statements, closing packets for distribution and return.
- Experience with acquisition, development, financing, leasing, title and survey reviews.
- Reviewing and understanding title commitments, title policies and surveys.
- Preparing real estate related documents, including but not limited to: conveyance tax returns, conveyance documents, settlement statements, authority documents and entity formation documents.
- Preparation of closing binders.

Qualifications:

- Either Bachelor's degree or Paralegal certificate required.
- Possess excellent interpersonal, analytical, communication and organizational skills.
- Ability to work both independently and as part of a larger team.

We offer an outstanding work environment, 35 hours/week and competitive salary and benefits.

The Firm is an equal opportunity employer dedicated to workforce diversity. Interested candidates should submit a cover letter with your resume to:

Sandra Dickerson, Administrative Manager  
sdickerson@rrlawpc.com