

<https://www.matfar.com/job/40304-corporate-real-estate-paralegal/>

Corporate Real Estate Paralegal

Description

Mid-sized litigation firm is in need of an experienced Corporate / Real Estate Paralegal.

Responsibilities

- Draft and review real estate contracts, leases, and other legal documents
- Conduct title searches and review title reports
- Prepare closing documents and coordinate closings
- Communicate with clients, attorneys, and real estate agents
- Conduct legal research and analysis as needed
- File and maintain documents in physical and electronic formats
- Assist with real estate litigation matters as needed
- Handle other tasks as assigned by attorneys

Qualifications

- Paralegal certificate or equivalent work experience
- 5 – 10 years of transactions and commercial real estate experience
- Familiarity with real estate contracts and agreements
- Experience conducting title searches and reviewing title reports
- Strong attention to detail and organizational skills
- Ability to work independently and manage multiple tasks simultaneously
- Knowledge of state and federal real estate laws and regulations

Contacts

If interested and meet the requirements above, please submit your resume or reach out to:

- [Kristen Reza](#)
- kristen@matfar.com
- 213-996-3745

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Corporate, Real Estate

Job Location

Silicon Valley, CA

Working Hours

Hybrid Work Schedule

Base Salary

\$ 105K - \$ 125K

Date posted

April 27, 2023