



**JOB TITLE:** Paralegal – Commercial Real Estate

**STATUS:** Non-Exempt

**Type:** Full Time

The Paralegal is responsible for providing support to attorneys. Under the direction of an attorney, with minimal supervision assists with all aspects of commercial real estate transactions. Must possess a high level of communication skills (written and verbal). Trust, accuracy and ability to multi task under pressure are important to this position. This is an excellent opportunity for those who excel at managing multiple projects and tasks, proficient at using real estate related software such as Court Logic, has an acute attention to detail and enjoys a professional environment.

**Duties include but are not limited to:**

- Performing title searches and analysis of title related materials
- Ordering and analysis of surveys
- Drafting easements, deeds, and other real estate related documents
- Coordination and preparation of documents for Closings
- Assist with Zoning and Land Use Submittals
- Facilitate and coordinate with Title Insurers
- Platting Legal Descriptions to verify property
- Coordinating post-closing activities
- Communicating with and responding to clients both orally and through written communications

**Qualifications:**

- 3+ years of recent commercial real estate experience required
- Proficient in Word, Excel, and DocuSign
- Highly organized and detail-oriented
- Proactive and able to take ownership of work product

**Education:**

- Bachelor degree minimum or equivalent related work experience
- ABA approved Paralegal course of study or North Carolina State Paralegal Certification

Please send your resume to Human Resources at [humanresources@smithlaw.com](mailto:humanresources@smithlaw.com).

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