

Commercial Real Estate Paralegal

The Tampa Office of Stearns Weaver Miller is seeking a Commercial Real Estate Paralegal with 3+ years of experience to provide support to our Real Estate Practice Group. The Real Estate team represents developers, investors, and others in all areas of commercial real estate. Learn more about us at stearnsweaver.com.

Responsibilities

- Managing the preparation and processing of commercial transactions from beginning to end
- Order, review, and analyze title documents, title requirements, title endorsements, title search reports, inspections, and surveys
- Review and preparation of contracts for the purchase and sale of real estate
- Preparation of easements, deeds, and other real property-related documents
- Preparation and issuance of title commitments, title policies, settlement statements, title objection letters, closing documents, affidavits, and coordination of disbursements
- Preparation and filing of corporate entity documents with the Florida Division of Corporations (Sunbiz)
- Preparation and review of homeowner association and condominium documents
- Maintain critical dates for all purchase and sale agreements, due diligence efforts, and client deliverables

Qualifications

- At least 3 years of experience as a Commercial Real Estate Paralegal or in a related role, such as a with a title company
- Transactional real estate experience with the above listed responsibilities preferred
- Proficiency with using Windows-based software and Microsoft Word, Excel and Outlook
- Strong verbal and written communication skills
- Ability to plan and prioritize various assignments/projects simultaneously
- Ability to work well under pressure in both an independent and team environment
- Strong attention to detail and follow through
- Flexibility to work overtime as needed

Education

- Bachelor's degree and/or Paralegal Certificate preferred

To apply, please email your resume to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject.

Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.