

# STEARNS WEAVER MILLER

---

## Commercial Real Estate Legal Assistant – Miami Office

Stearns Weaver Miller, a full-service commercial law firm with five offices across Florida, is currently seeking a Commercial Real Estate Legal Assistant with 5+ years of experience for our Miami office. Learn more about us at [stearnsweaver.com](http://stearnsweaver.com).

### Responsibilities

- Prepare, review, revise, and proof various legal documents and correspondence
- Create and format documents
- Edit and track (i.e., redline) documents
- Assist attorneys and paralegals with pre- and post-transaction closings
- Handle monthly client billing (paper and electronic); review prebills for accuracy and completeness, and assist with timekeeper inquiries and narrative edits
- Maintain both paper and electronic files
- Assist with conflict checks, and the opening and closing of client matters
- Prepare closing binders
- Perform administrative functions including processing new client/matter reports, preparing engagement letters, scheduling conference/Zoom calls, filing expense reports, entering attorney time, and answering phones

### Qualifications

- 5+ years of experience in a commercial real estate legal support role (Legal Assistant or Paralegal)
- Advanced proficiency in Microsoft Office Suite (particularly Outlook, Word, and Excel)
- Experience with Document Management Systems (e.g., iManage)
- Excellent organizational and communication skills
- Ability to meet tight deadlines and manage changing priorities
- Strong analytical and problem-solving skills
- Demonstrated initiative, good judgment, and the ability to manage multiple tasks

To apply, please email your resume to [legalrecruiting@stearnsweaver.com](mailto: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.*