

## Commercial Real Estate Paralegal

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

### Responsibilities

- Managing the preparation and processing of commercial transactions from beginning to end
- Review contracts
- Perform detailed property research
- Preparation of closing documents and due diligence checklists
- Preparation and issuance of title policies and preparation of title objection letters
- Preparation of loan packages and preparation of closing binders
- Title commitments and policies, settlement statements and closing disclosure forms
- Order and review surveys and inspections
- Review title search reports and examine title
- Calendar deadlines
- Coordinate disbursements

### Qualifications

- 5+ years of working experience as a Commercial Real Estate Paralegal
- Large commercial law firm experience preferred
- Proficiency with using Windows-based software and Microsoft Word, Excel and Outlook
- Utilize closing software and other software applications
- Strong verbal and written communication skills to interact with all levels of internal staff, attorneys and external clients of the Firm
- Ability to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to work in both an independent and team environment
- Ability to work well under pressure
- Strong attention to detail and follow through
- Flexibility to work overtime as needed

### Education

- Bachelor's degree, and/or Paralegal Certificate preferred

*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.*

To apply please use the “[apply now](#)” link or submit your resume to [legalrecruiting@stearnsweaver.com](mailto:legalrecruiting@stearnsweaver.com).