

Commercial Real Estate Paralegal

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

Schedule: Full Time

Tampa Office
401 East Jackson Street, suite 2100
Tampa, FL 33602, USA

Description

The Tampa Office of Stearns Weaver Miller is seeking a Commercial Real Estate Paralegal with 5+ 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 residential and 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 review of homeowner association documents, condominium association documents, and contract disclosures for residential purchase and sale transactions
- Maintain critical dates for all purchase and sale agreements, due diligence efforts, and client deliverables

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
- 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

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Equal Opportunity Employer

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