

Title & Survey Paralegal

Holland & Knight LLP
10 St. James Avenue
Boston, MA 02116

Description:

Assist attorneys and practice group in various types of legal matters and provide assistance in preparing legal documents; prepare drafts of documents; assist with due diligence review and transaction closings, maintain responsibility for files, closing binders and post-closing deliverables, etc.

Key Responsibilities Include:

- Title and survey review and issue identification including negotiating coverages with title companies and learning and implementing the various client title and survey requirements.
- Gather, organize, summarize and index documents from various sources, prepare and run checklists.
- Attendance at and participation in meetings and/or closings.
- Preparation of documents and correspondence.
- Special projects and additional duties as assigned.
- File organization in both electronic and paper form.

Qualifications:

- 3 years' experience in related area.
- Organizational skills to work independently and meet deadlines in an atmosphere of frequent interruptions, familiarity with paper and electronic document management systems.
- Organizational skills to maintain daily accounting of time records and input timesheets.
- Communication skills to interact with all levels of internal staff, attorneys and management, and external clients of the firm.
- Analytical and critical thinking skills sufficient to make decisions regarding daily work.
- Time management skills to handle multiple tasks efficiently and accurately.
- Excel and pdf document assembly familiarity.

Minimum Education:

Bachelor's Degree, Paralegal Certification a plus.

To apply, please send a cover letter and résumé to:

Georganne Mofford
Office Manager
Georganne.Mofford@hklaw.com