

# Bernkopf

## Real Estate Paralegal

BOSTON

---

Bernkopf Goodman LLP is looking for a skilled real estate paralegal to join our team working out of our Boston office. The paralegal will be responsible for the coordination of commercial real estate transactions, including financing, conveyancing, leasing, zoning, and title and survey matters, as well as various corporate matters.

### **Skills/Experience:**

- 3-4 years of experience as a paralegal in commercial real estate transactions.
- BS/BA from an accredited college or university is strongly preferred and paralegal certificate preferred.
- Superior working knowledge of Microsoft Office Suite, including Excel.
- Ability to exercise good judgment and follow through on assigned tasks.
- Proficiency in commercial real estate transactions, including financing, conveyancing, title and survey matters.
- Proficiency in PDF editing software.
- Strong communication skills to engage with clients, attorneys, municipalities and vendors.
- Highly organized and able to manage voluminous and complex case load.
- Creative problem solving.
- Commissioned Notary Public a plus.

**We believe a great law firm is comprised of great people. If interested, please send your resume and cover letter to Megan Pluviose, COO, at [mpluviose@bernkopfllegal.com](mailto:mpluviose@bernkopfllegal.com). All submissions will be kept confidential.**

Bernkopf Goodman LLP is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.

Note: The above job description is a general outline of the responsibilities and qualifications for the paralegal position. Actual duties and responsibilities may vary based on the specific needs of the firm.