

Commercial Real Estate Paralegal

ROBINSON & COLE LLP BOSTON

The Boston office of Robinson & Cole LLP, an Am Law 200 firm, is seeking a full-time Paralegal to join our commercial real estate team. Ideal candidates will have at least five years of commercial real estate experience assisting attorneys in all aspects of transaction management, including document review, closing preparation, due diligence review, escrow coordination, preparing transaction binders and drafting correspondence and corporate documents. The candidate should have familiarity with all aspects of commercial mortgage lending and finance transactions. Excellent verbal and written communication skills are required, as are the abilities to draft settlement statements, and to review title commitments, survey, title insurance policies and endorsements.

Requirements

Bachelor's degree and prior real estate experience required. Paralegal certificate preferred. Massachusetts Notary preferred. Candidate must be detail oriented, proficient with Microsoft Office, including Excel, and be highly motivated with strong organizational skills and the ability to prioritize tasks. Must take initiative, anticipate needs and follow specific detailed procedures. Flexibility for overtime is a must.

For consideration, email resume, including cover letter with salary requirements, and college transcript to:

Lisa M. Vooys, RP
Legal Recruiting Manager
ROBINSON & COLE LLP
280 Trumbull Street
Hartford, CT 06103-3597
e-mail: legalcareers@rc.com

You may also [click here](#) to apply online. Please include a resume, cover letter with salary requirements, and college transcript.