

Commercial Real Estate Paralegal

BURNS & LEVINSON LLP BOSTON

Burns & Levinson, a mid-size Boston law firm, is recruiting for a Commercial Real Estate Paralegal. Candidate will be responsible for working with our attorneys in the review of title reports and commitments and surveys, preparing title and survey summaries and analyzing and correcting title defects. This position is responsible for obtaining and reviewing documents at municipal offices, Registries of Deeds and Land Court. In addition, the drafting of closing documents and managing of post-closing matters will be required. Strong facility with Word, Excel, relevant real estate software applications and web-based research.

Must be organized, detail oriented and a self-starter with excellent verbal and written communication skills and a commitment to client service. Bachelor's degree and 3-4 years of experience working in commercial real estate as a sophisticated title and survey reviewer required.

Burns & Levinson prides itself on amazing clients and we stand by this motto with the assistance of our amazing professional staff. We're committed to attracting and retaining talented employees and fostering a culture of growth and opportunity. We understand how important a strong team is to our firm's success, and we strive to provide an environment that highlights collaboration and teamwork. We emphasize an "open door policy" and encourage our legal and professional staff to exchange ideas and express their views and observations in the workplace.

We offer a competitive salary and benefits package in a great working environment.
Burns & Levinson is an Equal Opportunity Employer.

<https://hiring.burnslev.com/videsktopext/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=a2b90528-0e5a-4a7c-890c-a4f35627b322>