

Job Title: Senior Paralegal
Job Type: Full-Time; Exempt
Reports to: VP/General Counsel
Date: October 2018

COMPANY BACKGROUND

Real Capital Solutions is a highly entrepreneurial real estate investment company pairing active capital with an emphasis on street level solutions. As an active investment management company sources deals in value-add, opportunistic and high barrier to entry markets. RCS is solutions oriented real estate company that focuses on acquisitions, development and management for highly complex and structured real estate opportunities. RCS has 30 years of operational and real estate expertise with returns that are in the top 5% of private equity real estate firms in the US.

SUMMARY

The Senior Paralegal will assist in-house attorneys with complex commercial, industrial, and multi-family real estate transactions from contract through due diligence, financing and closing. Both local and national experience is desired. Candidates must be organized and have the ability to work independently, follow through on multiple projects and ensure deadlines are met.

KEY ACCOUNTABILITIES

- High level review of title commitments and surveys, preparation of title/survey objection letters and interface directly with title companies and surveyors to resolve any issues or discrepancies. **This responsibility is highest priority for this position.**
- Review purchase and sale agreements, prepare critical dates memoranda and calendar follow-ups
- Coordinate and review due diligence for a variety of transactions, including, acquisitions, dispositions, and financing
- Preparation of lease abstracts, estoppels, and subordination agreements
- Prepare and file a variety of documents, including deeds, assignments, UCC financing statements/releases, lien releases, etc.
- Draft closing instructions letters and coordinate closings on a variety of transactions
- Must work closely with escrow and title agents, lender representatives, and management companies and tenants
- Follow-up on post-closing issues, including obtaining final owner's title policies
- Prepare closing binders

QUALIFICATIONS

- Bachelor's Degree and/or paralegal certificate preferred
- 5 - 10 + years of commercial real estate experience, preferably in a large law firm setting, an in-house real estate firm legal department or a title company
- Very high level of expertise with commercial title and survey review and interaction with title agents
- Proficient in Microsoft office suite (with heavy emphasis on Word and Excel)
- Advanced communication skills, both verbal and written
- Strong work ethic and ability to self-start
- Ability to multi-task and prioritize assignments while delivering consistent, quality work-product to both attorneys and clients
- Strong attention to detail
- Ability to work with little supervision and to seek help when needed
- Ability to work well with title/escrow agents
- Excellent problem solving skills
- Ability to interpret information from a variety of sources and create consistent, accurate, and useful documents.

DESIRED PERSONAL TRAITS

- Passion and loyalty for the company.
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively.
- Hard-working team player, positive and enthusiastic.
- Highly organized and detail-oriented self-starter.
- Ability to work under time pressures with multiple priorities while able to meet deadlines with accuracy.
- Discretion with confidential information.
- Comfort with ambiguity and working in a fast-paced environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and talk and hear. The employee is frequently required to sit when doing paperwork or answering emails; use hands or fingers to utilize computer. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Please apply by sending a cover letter, detailing your experience and salary requirements, and resume to jobs@realcapitalsolutions.com. Please enter "Senior Paralegal" in the subject line of your email.