**Real Estate Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Real Estate Attorney to draft and negotiate Purchase and Sales Agreements and close residential real estate loans and other matters relating to residential real estate transactions.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Monitor legal risk in real estate documentation and advise clients accordingly.
* Interpret laws, rulings, and regulations for real estate transactions.
* Draft and negotiate real estate transactions.
* Draft routine leases and amendments.
* Ensure that appropriate approvals are in place before real estate transactions are executed.
* Manage regulatory and compliance-related services.
* Represent the company in purchases and sales of properties.
* Defend the municipal code litigation.
* Support legal and general advisory needs associated with a large-scale real estate portfolio.

### About you

* J.D. and an active [insert state] Bar license
* [insert number] years of experience at a reputable law firm
* Demonstrated track record of managing a minimum [insert the value of transactions] of transactions in a [insert number] month period
* Creative problem solver, assertive, go-getter attitude who is not afraid to get out there and bring in business
* Extensive client-facing experience in the deal management process
* Exceptional, polished communicator with the exceptional verbal and writing skills required to interface with and represent extremely affluent clients

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]