**Real Estate Paralegal 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 Paralegal to draft correspondence and pleadings, revising documents, organizing discovery, scheduling court appearances, maintaining client files, filing pleadings with the court, and interaction with clients.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide support to the corporate legal team, focusing on real estate matters.
* Ability to complete/prepare pre-approved real estate templates (leases, amendments, etc.) and
* other legal documents.
* Review surveys.
* Prepare and review lease abstracts.
* Review and prepare exhibits for leases and other in-house generated legal documents.
* Review leases and other documents and identify the non-standard language.

### About you

* Bachelor's Degree (B.A.) from four-year college or university required; Paralegal certificate preferred
* A minimum of [insert number] years prior experience in real estate lease transactions
* Advanced knowledge of Microsoft Office Applications desired
* Advanced knowledge of landlord-tenant law a plus

### 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]