

Job Description



Job Title: Paralegal – Real Estate

Reporting To: General Counsel – Real Estate

Job Function: Legal

Job Location: Cleveland, Ohio

Summary:

The Paralegal – Real Estate will be responsible for supporting the legal department and asset management group on an as needed basis in all aspects of real estate due diligence, financings, acquisitions, syndications and dispositions. The Paralegal – Real Estate must be an analytical and independent thinker, detail-oriented and possess superior organizational skills. In performing the duties of this position, the Paralegal – Real Estate will exercise discretion and independent judgment in the performance and completion of all assigned projects. This is a full-time, non-exempt opportunity eligible for overtime.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Paralegal – Real Estate.

Essential Duties and Responsibilities:

- Perform title and survey review for financings, acquisitions and/or dispositions/sales; orders and review other third-party reports and due diligence materials as requested.
- Assist in drafting real estate leases and other asset-level agreements.
- Assist and work with outside attorneys, lenders, title companies, escrow agents, and surveyors to facilitate, resolve, and finalize various matters, related to financing, leasing, and acquisitions and/or dispositions/sales transaction.
- Deliver and coordinate the execution of various financing and real estate transactions and other documentation, including assisting with financial reporting requests from lenders.
- Draft, and assist in drafting and preparing various real estate and loan closing documentation, purchase agreements, deeds, easement agreements, use restriction agreements, and other related and ancillary transactional documentation.
- Assist with recordation and/or filing of various legal documentation for financing and real estate transactions, corporate matters, and other matters as needed; obtain recorded documentation from various governmental offices (i.e., Secretaries' of States and county recorders).
- Prepare summaries for legal agreements as requested by the legal or tax groups.
- Review and analyze lease, loan and other documentation, as requested by the legal, tax, asset management or finance groups.
- Assume additional responsibilities and perform special projects as needed or directed.

Education / Experience:

- 5+ years' experience as a Real Estate Paralegal.
- Bachelor's degree preferred or equivalent experience.

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Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Exercise discretion and independent judgment.
- Strong Initiative along with a willingness to jump in and solve problems.
- Experience performing legal and factual research using various databases and online resources.
- Self-directed and able to work well with individuals at all levels of the organization.
- Function as a good liaison with all other functional areas of company.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Work non-business hours when necessary.
- Able to manage and hold accountable third-party vendors.
- Exercise sound judgment.
- Prioritize and balance workload to meet deadlines.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook), Adobe Acrobat and internet search engines.
- Experience with document management software and procedures.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.