

Corporate/Real Estate Paralegal - Boston, MA

The **Corporate/Real Estate Paralegal** position will play a crucial role in supporting the General Counsel and Associate General Counsel(s) with real estate closings, property management matters, legal entity formation and maintenance and various legal and compliance matters. The ideal candidate will thrive in a dynamic environment, managing multiple tasks simultaneously, and collaborating with colleagues across departments.

Reports to: General Counsel/Associate General Counsel

Direct Reports: N/A

FLSA Status: Non-Exempt

Location: Boston, MA

Essential Functions of the Position

- Assists the General Counsel and Associate General Counsel(s) with various legal matters and administrative tasks, including real estate closing transactions, investor transfers, legal research, document preparation, corporate governance and entity maintenance, and property management matter intake.
- Provides support to the Associate General Counsel/Property Management in conducting screening and intake of property management matters, scheduling meetings, assisting in gathering information and documentation related to landlord-tenant matters and other legal issues and supporting responses to subpoenas and discovery requests, and assisting with conducting various types of research and business writing.
- Provides support to the Associate General Counsel/Acquisitions and Development in real estate and financing transactions pre-to-post closing, including maintenance of checklists and closing agenda, review of due diligence documents, drafting of transaction and closing documents, management of closing process (e.g., collection of signatures and exhibits; witnessing and/or notarizing of documents; distribution of documents), supervision of closing binder production/distribution.
- Manages the legal entity formation process, including drafting of formation and organizational documents, amendments, certificates, corporate resolutions and governance documents, obtaining tax ID numbers in connection with acquisition and development transactions, and maintenance of corporate entities.
- Legal document filing/record keeping, including board resolutions, corporate and transactional documents.
- Assists with the development and update of legal processes, policies, procedures, and training materials.
- Manages relationships with third-party vendors and service providers to arrange for annual report filings for corporate entities.

- Maintains the legal ticketing system and/or other legal matter management solution or platform.
- Performs other duties as directed by the General Counsel.

Minimum Qualifications

Education:

- Bachelor's degree in paralegal studies, real estate or equivalent knowledge or experience.

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- Minimum of 3-5 years of experience as real estate or corporate paralegal at a law firm, mortgage company, real estate firm or property management company or related experience.
- Advanced proficiency in use of Microsoft Office applications (e.g., Outlook, Word, Excel, PowerPoint, Teams, etc.).

Knowledge, Skills and Abilities:

- Familiarity with basic concepts of real estate law, finance, property management and affordable housing, particularly experience with multifamily real estate closings and associated legal documentation (mortgages, promissory notes, loan agreements, deeds, regulatory agreements, subsidy documents, etc.) preferred.
- Ability to maintain a variety of filing, record keeping, and legal management systems.
- Knowledge of corporate entity formation process.
- Knowledge of methods, techniques, and practices of data collection, business letter writing, and research.
- Excellent written and verbal communication skills.
- Excellent organizational and project management skills, including organizing own work, setting priorities, and meeting critical time deadlines.
- Ability to work effectively, independently, and collaboratively in a fast-paced team environment.
- Ability to respond to and effectively prioritize multiple requests for service.
- Self-starter with the ability to manage multiple tasks simultaneously.
- Process-oriented mindset.
- High level of commitment to quality of work product, organizational ethics, integrity, and compliance.

Travel Requirements:

- Minimal travel related to occasional conferences, team retreats or regional site visits.

Work Environment:

- The position is conducted in an office work environment, sitting most of the time and using a computer approximately 90% for this position's duties. Hybrid work schedule. Two days in Beacon's Boston Home Office.