



## REAL ESTATE DEPARTMENT ASSISTANT

**Sklar Kirsh, LLP is seeking a Real Estate Department Assistant to join its dynamic and growing Real Estate Group. This position provides administrative support to attorneys and paralegals on the real estate team.**

### **Essential Duties and Responsibilities**

- Prepare legal documents and correspondence to assist with commercial real estate transactions
- Create critical date checklists for purchase and sale agreements
- Assist in preparation of closing binders
- Calendar real estate transaction dates using Outlook
- Manage and compile/deliver signature pages to clients and or title company
- Prepare expense reimbursements and check requests for attorneys
- Redline documents
- Coordinate delivery of transactional documents via courier and express services
- Prepare packages for shipment (i.e., FedEx, GLS, or messenger service)
- Format large documents using the firm's macros
- Manage document files, both electronic and hard copies
- Upload and save documents to document management system (NetDocs)
- Photocopy/scan/fax documents
- Manage outstanding items and assist in deal management
- Corporate formation and foreign State qualification of entities
- Ordering of Corporate/LLC Filing Evidence and Good Standing Certificates
- Proofread letters and real estate documents received from attorneys
- Set up documents on DocuSign for clients to execute
- Schedule, coordinate, and confirm meetings and appointments
- Minimal executive assistant duties, as needed

### **Knowledge, Skills, and Abilities**

- 5+ years of professional legal experience
- Great team player
- Ability to multitask and work well under pressure
- Attention to detail
- Strong organizational skills
- Communicate effectively, both orally and in writing
- Excellent time management skills and ability to manage multiple deadlines
- Exercise sound judgment
- Excellent phone etiquette skills
- Advanced skills in Microsoft Word (styles, track changes, TOC/TOA, high-level formatting), Outlook, Power Point, and Adobe. Basic knowledge of Excel a plus
- Greet and communicate with clients in a professional manner
- Fundamental knowledge of acquisition and loan documents
- Notary Public or willingness to become a Notary Public preferred



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**Hours:** 40 hours/week, occasional overtime

**Compensation:** Hourly

**Firm provides:** Parking, 401(k) Plan, Medical/Dental/Vision Insurance, 10 days of sick time, vacation policy, Short Term Disability, Long Term Disability, AD&D, and Life Insurance Benefits

**Note:** Proof of vaccination is required

Sklar Kirsh is a dynamic and team-oriented law firm made up of former general counsels and big law attorneys and staff. At Sklar Kirsh, we value an exciting work environment and sophisticated client work as much as we value quality of life and having fun. Sklar Kirsh is focused on delivering high quality legal service while creating a supportive environment for every team member.

**Please send your resume and cover letter to Pilar Kearney at [pkearney@sklarkirsh.com](mailto:pkearney@sklarkirsh.com). Thank you.**