

March 28, 2025

## COMMERCIAL REAL ESTATE PARALEGAL

Johnston Allison Hord is seeking a **Commercial Real Estate** Paralegal with real estate paralegal experience. You will work with our attorneys in a dynamic commercial real estate practice. Relevant experience and responsibilities include (but are not limited to):

- Working with third parties coordinating title searches, surveys, environmental, inspections, appraisals, and UCC searches; Zoning Verification Letters, and Will Serve Utility Letters Assist with drafting Purchase and Sale Agreements, Leases, and Amendments based on a Letter of Intent
- Preparing and tracking closing checklists and transactional documentation (Deeds, Waivers, Title Objection Letter, etc.) from finalized Agreements through completion of closing binders
- Participating in and attending closings and the disbursement of closing funds
- Searching and obtaining documents from various governmental websites (Register of Deeds, Secretary of State)
- Reviewing due diligence materials

This position requires excellent organizational skills to maintain a high volume of documents, excellent attention to detail, strong communication skills, accurate typing and proofreading skills, and the ability to handle several projects at one time and meet multiple deadlines in a fast-paced environment.

The candidate must be technology savvy with a strong knowledge in working with Microsoft Office (Advanced Word, Outlook, PowerPoint, and Excel) and SoftPro.

A paralegal certificate is required.

We offer an excellent salary and benefits package.

Please send resume to [careers@jahlaw.com](mailto:careers@jahlaw.com)

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*Please note that the above text does not constitute legal advice nor does it create an attorney-client relationship. Should you be in need of legal services regarding a particular matter, please reach out directly to one of our attorneys. [Click here for our full website disclaimer.](#)*

