



Sr. Paralegal in Lease Administration

Location: Brighton, MA

Job Summary

Responsible for assisting and providing a range of lease administration support to client's in-house attorney and the property management team. Position requires the ability to successfully manage multiple priorities and deadlines and should be well versed in different kinds of real estate transactions and documents.

Job Responsibilities

- Review Estoppels and Subordination Non-Disturbance Agreements (SNDA's) against the lease terms; provide recommendations to client if discrepancies are found or changes are need
- Assist with initial drafting and review of leasing-related legal documents, including letters of intent, template lease agreements, notices, consents and such other miscellaneous leasing materials
- Prepare accurate lease abstracts of documents including updating and maintaining all lease information and data in our technology information systems, as required
- Assist with conducting audits and analyze lease documents, addressing any discrepancies, issues and questions, make recommendations and implement solutions
- Review all other client invoices in conjunction with lease requirements and ensure back-up documentation is in place and all calculations are correct
- Generate specialized reports to monitor specialized fields, notice due dates and expirations
- Regularly exercises good judgment and logic in responding to leased and owned property inquiries
- Draft lease correspondence and notices to landlords; ensure that productive landlord and subtenant relationships are maintained in accordance with the lease and sublease agreements
- Establish task priorities and create schedules for portfolio leasing objectives. Able to manage multiple projects/priorities in a fast-paced environment
- Serve as a member of the transition team to get new accounts established quickly and smoothly
- Assist in completing other tasks within the department when additional resources are needed
- Request and process certificates of insurance

Requirements

- Bachelor's Degree in Business Administration or related discipline
- 5+ years of relevant work experience
- Or any similar combination of education and experience
- Excellent internal and external customer service
- Superior interpersonal skills, negotiating skills, and problem solving ability

- Strong Microsoft Office skill
- Strong verbal/written communication skills
- Advanced understanding of complex real estate lease terminology
- Ability to work independently, think critically, and demonstrate ownership of job tasks
- Ability to maintain excellent organization skills and high level of attention to detail and accuracy

Physical Requirements

- Involves work of a general office nature; typically includes extended periods of sitting and/or operation of a computer for up to 8 hours a day
- Regularly required to talk, hear, and use hands and fingers to write and type
- Ability to speak clearly so others can understand you
- Ability to read and understand information and ideas presented orally and in writing
- Ability to communicate information and ideas in writing and orally so others will understand
- Regularly required to utilize vision abilities, allowing reading of printed material, graphics, and computer displays

Cushman & Wakefield is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Applicants must apply here:

https://cw.wd1.myworkdayjobs.com/en-US/External/job/Brighton-Massachusetts-USA/Sr-Paralegal-in-Lease-Administration_R21943