

## REAL ESTATE PARALEGAL

Bowditch & Dewey, LLP, ranked among the largest law firms in Massachusetts, has an opening in the Framingham office for a Real Estate Paralegal to assist with commercial real estate legal work. Responsibilities include preparation of draft documents, including purchase and sale agreements, deeds, settlement statements, commercial leases and related documents; obtaining closing documents, including UCC searches, title examinations, municipal lien certificates, corporate organizational documents and payoff letters; preparation of tenant estoppel certificates and clerk's certificates; attendance at closings; title research using Landtrak; coordination of title reports with title examiners; preparation of organizational and authority documentation; coordination of recording of documents at registries of deeds; assistance in preparation of zoning opinions; management of transactional due diligence, and responsibility for completion of all post-closing matters.

Must have excellent interpersonal and writing skills; knowledge of basic accounting principles; good computer skills; and experience with the above real estate legal concepts. Bachelor's degree, paralegal certificate or comparable, related experience required. This is an excellent opportunity that provides a competitive compensation package and a professional environment.

Dedicated to Diversity: Bowditch & Dewey focuses on inclusive hiring of those candidates having excellent skills with a broad range of experiences, knowledge and perspectives. Diversity within the Firm promotes an open and mutually respectful workplace and the delivery of superior service to its clients.

Please submit cover letter and resume to:

Human Resources Department  
Bowditch & Dewey, LLP  
311 Main Street  
P.O. Box 15156  
Worcester, MA 01615-0156  
Fax: (508) 929-3164  
E-mail: [Jobs@bowditch.com](mailto:Jobs@bowditch.com)

*Equal Opportunity Employer*