

Real Estate Paralegal

Kelley Drye & Warren LLP, is a powerhouse firm with the heart of a boutique, is seeking an experienced Real Estate Paralegal to join our Commercial Real Estate Practice Group. This role offers an exciting opportunity to take the lead on due diligence matters for sophisticated commercial real estate transactions, working closely with attorneys, clients, title companies, surveyors, and other third-party providers from inception through closing.

We are seeking a highly organized and detail-oriented professional who thrives in a fast-paced environment and possesses extensive experience in commercial real estate due diligence, including title, survey, and zoning review.

Responsibilities/Essential functions:

- Conduct title, survey, and zoning reviews for commercial real estate transactions including preparation of summaries, abstracts, and objection letters.
- Advise attorneys and clients on ALTA title insurance standards, NSPS survey standards, and applicable zoning ordinances.
- Negotiate and finalize diligence documentation with title companies, surveyors, and zoning consultants.
- Identify and flag diligence issues and serve as a resource to attorneys in determining appropriate resolution.
- Review recordable transaction documents and ensure proper form for filing.
- Manage post-closing title, survey, and zoning obligations through completion.

Education and Experience:

- Bachelor's degree and equivalent work experience required.
- Minimum 5 years of experience in commercial real estate due diligence (big law preferred); experience with both financing and acquisitions is ideal.

Knowledge, Skills and Abilities:

- Extensive knowledge of title, survey, and zoning matters.
- Exceptional attention to detail and strong analytical skills.
- Ability to work independently, identify issues proactively, and exercise sound judgment.
- Proven ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent verbal and written communication skills and a collaborative, team-oriented approach.
- Proficiency in Microsoft Office Suite, including Excel.

- Willingness and ability to work overtime as necessary.

The salary range displayed is specifically for those potential hires who will work or reside in New Jersey, New York, Connecticut if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. New York City, New Jersey, Connecticut Salary Range: Low: \$110,000 High: \$145,000.

The selected candidate will be subject to a background check as part of the hiring process.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

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