

Real Estate Paralegal

Couch White LLP, is seeking an experienced Real Estate Paralegal with a minimum of three (3) years of commercial real estate experience to join its Corporate & Commercial Transactions team.

This role is well-suited for a motivated, detail-oriented professional who is comfortable working independently while managing multiple transactions simultaneously. The successful candidate will play an integral role in supporting attorneys throughout all phases of commercial real estate matters, from initial documentation through closing.

Responsibilities include:

- Coordinating and managing commercial and occasional residential real estate closings from start to finish
- Preparing, organizing, and reviewing closing documents and transaction materials
- Reviewing and analyzing client documents related to commercial, corporate, and financing matters
- Assisting with commercial loan transactions, including commitment letters, loan documents, notes, and mortgages
- Independently tracking deadlines and ensuring all closing requirements are met
- Filing and recording documents with County Clerk Offices throughout New York State, the New York Department of State, and local jurisdictions
- Overseeing and coordinating occasional out of state real estate transaction
- Working closely with attorneys, clients, lenders, title companies, and internal staff to ensure smooth and timely closings

Qualifications:

- Minimum of 3 years of experience as a real estate or commercial transactions paralegal
- Strong organizational skills with a high level of accuracy and attention to detail
- Ability to manage multiple matters independently in a deadline-driven environment
- Strong written and verbal communication skills
- Proficiency in Microsoft Office; experience with legal time and billing systems preferred

We offer a competitive salary and comprehensive benefits package, including health, dental, vision, 401(k), paid time off, and parking. Qualified candidates are invited to submit a resume for confidential consideration to the firm administrator, [Lindsay Perkins](#).