



JOB OPPORTUNITY

Legal Assistant – Real Estate

Dallas, TX

COMPANY

LYNOUS has been retained on an exclusive basis by majority owned female law firm that is AV Preeminent, (the highest rate awarded to law firms) to recruit for a real estate Legal Assistant. This position supports a real estate attorney who is a partner of the firm and two associates.

The Dallas based firm of approximately thirty professionals' values work/life balance, family, and professionalism. They offer an enjoyable, supportive, and fun work environment where everyone's efforts are valued and appreciated. This is an in office face-to-face position and an individual can elect to work 8:30 a.m. to 5:30 p.m. or 9 p.m. to 6 p.m. Slacks and a blouse/shirt are appropriate attire Monday to Thursdays. Fridays are casual dress and jeans are allowed with Hawaiian shirt as optional.

POSITION

The ideal candidate will have two or more years' experience in commercial real estate as an administrative assistant, transaction coordinator, lease administrator, property assistant and/or title experience with familiarity of leases, purchase sale agreements, deeds of trust, letters of intent, title, financing documents and/or certificates of insurance. Our client is willing to train on aspects of the job for an individual with commercial real estate experience and knowledge.

If you enjoy working in a positive, energetic, and rewarding environment this may be the opportunity for you. Excellent interpersonal, oral and written communications skills are a must. This individual needs to be proficient in Microsoft Word, business appropriate formatting of documents, grammar, punctuation, detailed oriented, and accurate in their work.

RESPONSIBILITIES

- Provide administrative support to attorneys
- Prepare letters, contracts, reports, proposals, presentations, spreadsheets, and/or other documents as instructed
- Proofread and edit all documents prior to finalizing
- Help manage calendars, email, and respond to phone requests
- Coordinate meetings and conference calls

- Coordinate and track third party due diligence reports, plus acquisition and disposition documentation
- Conduct research to support property transactions
- Manage all incoming and outgoing mail
- Prepare and follow up to ensure delivery of any FedEx, UPS, or standard mail
- Perform miscellaneous filing, organizing, copying, scanning, including maintaining all digital files and folders
- Update and maintain all contact lists
- Other duties as assigned

QUALIFICATIONS

- Minimum of two years of commercial real estate experience as an Administrative/Executive Assistant, Transaction Coordinator, Property Administrator or Real Estate Legal Administrator/Assistant, Title Company Processor, etc.
- College degree is a plus
- Real estate license is a plus
- Proven computer skills with proficiency in Microsoft Office Suite: Outlook, Word, Excel and Power Point
- Command of acceptable professionally formatted documents
- Excellent knowledge of grammar, punctuation, and spelling skills
- Ability to maintain confidentiality with sensitive and private information while exercising impeccable discretion
- Ability to be adaptable and prioritize tasks
- Ability to complete tasks in a timely manner
- Ability to conduct research and be resourceful
- Exceptional organization with good time management skills
- A self-starter with the ability to work without supervision once trained
- Critical thinking, the ability to solve problems and offer solutions
- Ability to learn quickly with an energetic and optimistic attitude
- Ability to perform basic math: addition, subtraction, multiplication and division
- Excellent interpersonal, listening, verbal and written communication skills

COMPENSATION

The compensation includes a competitive base salary, bonus, paid time off, health and vision insurances, 401K with match, paid parking, exercise facility, close proximity restaurants and retail.

RESUME SUBMISSION

For consideration, please submit a resume in Microsoft Word format to Julie@LYNOUS.com. Please include your base salary and bonus history (listed separately). Please feel free to contact Julie Lynch at LYNOUS Talent Management 972.786.3235 any day of the week from 8:30 a.m. to 8 p.m.