

The Davis Companies

Paralegal

TITLE:	Paralegal
COMPANY:	The Davis Companies
LOCATION:	Boston, MA
REPORTING RELATIONSHIP:	The Paralegal will report to the Head of Legal
COMPANY BACKGROUND:	<p>Founded in 1976, The Davis Companies (“TDC”) has earned a reputation for integrity, creativity and excellence, making it one of the premier real estate investment, development and management firms in the northeast U.S. Our offices are located in Boston, MA and Norwalk, CT with a team of 100+ professionals dedicated to real estate acquisitions, management, development and other corporate functions.</p> <p>At TDC, we believe our most valuable asset is our people. We strive for excellence in all of our pursuits and take pride in maintaining a collaborative and career enhancing experience for our employees. The company offers competitive compensation, top of the line benefits, and the opportunity to work with best-in-class real estate professionals in a fast-paced, challenging and rewarding environment. To learn more about The Davis Companies, go to www.thedaviscompanies.com.</p>
RESPONSIBILITIES:	<p>The Paralegal is responsible for handling a broad range of legal work in connection with TDC’s activities. Although the Paralegal reports to the Head of Legal, this position will be working with members of TDC staff from all of the company’s departments. Specific responsibilities will include, but are not limited to, the following:</p> <p>ADMINISTRATIVE</p> <ul style="list-style-type: none">• Provide lease administration of all owned and managed properties, including file and database maintenance, cross-checking insurance certificates, and reviewing executed leases and amendments for accuracy and completion.• Drafting lease abstracts, collaborating with Asset Management and Accounting in reviewing and entering abstract information into property management software as required.• Coordinate corporate/governance record maintenance, including drafting and filing organizational documents (and necessary amendments), drafting operating agreements and bylaws, drafting resolutions and executing required monthly filings of Annual Reports.• Oversee and execute legal billing system.

TRANSACTIONAL

- Assist Legal department and Asset Managers with drafting leases and amendments, licenses (parking & storage), confidentiality agreements, and drafting all tenant notices including, but not limited to, ROFO, termination, and relocation notices.
- Assist Legal department in all aspects of due diligence in real estate investments (purchases and sales) and financings. Responsibilities also include forming corporate entities, coordinating lease abstracts, drafting and organizing closing documents, and working with local municipalities and outside counsel.

CORPORATE

- Maintain corporate record books, organizational charts and lists of all subsidiaries/affiliates and signatories.
- Assist Legal department and Vice President of Finance with GMEI filings NFA (National Futures Association) filing exemptions.
- File and maintain all lobbyist invoices and filings.

QUALIFICATIONS:

- 3-4 years of Paralegal experience in the Real Estate industry preferred.
- Paralegal certificate preferred, but not required.
- Notary Public of the Commonwealth of MA required.
- Strong MS Office skills including Word, Excel, and Outlook and the aptitude to quickly learn new systems.
- Yardi property management software experience preferred.
- Must be able to interpret and communicate complex legal subject matter in clear and simple terms.
- Exceptional analytical and oral and written communication skills.
- Excellent interpersonal skills and team-oriented approach required.
- Ability to work successfully in a team environment and to be a team player with colleagues.
- Ability to prioritize assignments and manage many tasks.
- Ability to work on a broad range of real estate investment transactions.
- Ability to deal effectively and work independently in a fast paced environment and to solve problems creatively while exhibiting good judgment and a practical understanding of issues.

COMPENSATION AND BENEFITS:

Compensation will include a competitive base salary and bonus, and an attractive benefits package.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.