



ATLANTA PARALEGAL ASSOCIATION, INC.

P.O. Box 7552 | Atlanta, GA 30357

JOB OPENING
POSTING REQUEST

By submitting this Job Opening Posting Request, the Company/Firm authorizes the Atlanta Paralegal Association, Inc. ("APA") to post the job opening on its website. APA makes no representations as to the qualifications of any individual(s) who submits a resume in response to the job opening. Please return a completed form to info@atlantaparalegal.org.

Company/Firm Name: Weissman PC

Mailing Address: One Alliance Center, 4th Floor

3500 Lenox Road

City: Atlanta State: GA Zip Code: 30326

Website: http://www.weissman.law/

Job Title: Temporary Commercial Real Estate Paralegal

Job Description: See attached

Experience/Educational Requirements: See attached

Send Resumes to: Lauren Larkin, Human Resources Manager

E-mail Address: lauren1@weissman.law Ph. No.: (404) 926-4536

Posting Expiration Date: 4/1/2018 (date to be removed from APA's website)

Unless otherwise specified, job openings will be posted on APA's website for a period of 90 days from the date the request is received by APA. Please contact info@atlantaparalegal.org once the position has been filled so it can be removed from the website. Thank you for providing the members of Atlanta Paralegal Association, Inc. an opportunity to apply for a job within your Company/Firm.

Weissman PC is looking to hire a temporary Commercial Real Estate paralegal for our Buckhead office. The position would be approximately 12-14 weeks in duration and would begin the first week of April. Strong title/closing experience is preferred, including SoftPro software proficiency.

Responsibilities:

- Preparing initial draft closing documents for attorney review, including closing statements in closing software and handling funding/disbursements/escrows
- Handling title review and clearance with attorneys, title companies, lenders and other parties
- Reviewing new contracts and inputting contract information into various title/closing software
- Ordering commercial titles and various information from title group/governmental agencies, along with drafting title commitments and policies
- Supporting commercial attorneys on various commercial real estate closing and title matters
- Coordinating closings with various parties, handling post closing matters, compiling executed closing documents/closing packages

Qualifications/Special Skills:

- SoftPro (preferred) or similar software
- Microsoft Word/Outlook
- iManage
- Ability to meet deadlines, prioritize tasks and work well under pressure
- Exceptional attention to detail and problem solving skills

Any interested candidates should email resume and references to Lauren Larkin, Human Resources Manager at Weissman PC (laurenl@weissman.law).

**Lauren Larkin
Human Resources Manager**

One Alliance Center, 4th Floor
3500 Lenox Road | Atlanta, GA 30326
P: 404/926-4536 | F:
laurenl@weissman.law | www.weissman.law

