



PENN GROUP OF COMPANIES

Real Estate Paralegal

The Penn Group of Companies currently is seeking a qualified candidate to fill the Paralegal position based at the company's headquarters in Bala Cynwyd, Pennsylvania.

The Company owns and manages over 1,000,000 sf of commercial real estate primarily in the northeast United States and operates eight utility-scale solar farms in Ontario and the United States. The company is growing and we are continually adding new and diverse assets to our portfolio. We are adding talented people to our team as we successfully develop assets and our portfolio.

Position Description

The Paralegal will be responsible for many aspects of drafting and completing real estate and commercial documentation, including LOI's, leases, amendments, assignments, SNDA's and other lease related documents. Additionally, the Real Estate Paralegal will provide support to other areas including corporate, property management, and compliance matters.

Position Responsibilities

The Paralegal will be responsible for a variety of work duties that will include:

- Drafting LOI's, leases, assignments, NDA's, amendments, termination of leases and other lease related documents.
- Review, and provide substantive assessment of incoming documents and correspondence and to determine the appropriate response/next steps.
- Track the progress of leases, assignments, estoppels, and other legal documents
- Coordinate where necessary to assist in the negotiation and revision of documents.
- Communicate with third parties, counterparts, consultants and team members, as appropriate.
- Research various topics, and summarize findings at an appropriate level.
- Complete special projects including research projects and other duties as assigned.

Requirements

- A Bachelor's degree, paralegal certificate or equivalent.
- At least 5 years' experience as a paralegal, with substantial drafting experience.
- Excellent interpersonal and organizational skills.
- Experience in the real estate industry.
- Highly proficient in Microsoft Office suite (Word, Outlook, PowerPoint, and Excel).
- Must be willing to work extended and/or flexible hours, when required, to meet deadlines.

Compensation

Compensation will be competitive and commensurate with experience.

Application Instructions

If you are interested and qualified for this role, please send your resume summarizing your relevant experience, salary history and two writing samples, to jobs@pengroup.net for consideration by the company.

Principals only; no phone inquiries, please.