



## Vertical Bridge Job Description

<b>Job Title:</b>	Paralegal	<b>Date:</b>	05/03/21
<b>Department:</b>	Legal and Asset Management	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Corporate Counsel	<b>FLSA Status:</b>	Exempt

### Summary:

The Paralegal will primarily support the company's leasing counsel with reviewing, editing, and processing lease agreements and other tenant related legal documents. The Paralegal will also support the company's M&A counsel with large acquisitions when needed by evaluating and processing title commitments and surveys, preparing closing documents and ensuring that due diligence and closings are performed timely and in an organized manner.

### Job Functions:

1. Provides legal support to counsel for the leasing department with all matters relating to leasing
2. As required, provide legal support to Corporate Counsel for the M&A department with title, survey, and document review due diligence, preparing closing documents and closing binders
3. Assists the Regional Leasing Managers, Lease Administrators and Asset Management in processing tenant agreements
4. Reviews, provides language as required and approves legal language changes to VB standard tenant leases and all tenant provided documents
5. Orders, tracks, and receives title reports and cures title issues when necessary
6. Refers legal issues on lease revisions and title issues to either Corporate Counsel or outside counsel, when necessary, and monitors the progress of such issues
7. Maintains integrity of legal files by reviewing files on an ongoing basis and ensuring that all required documents are included
8. As required, work with tenants in resolution of any lease concerns
9. Drafts, tracks and processes various mortgages documents for execution and integration into our data systems. Resolves County Recorder's rejections when necessary
10. Prepares qualifications and other filings with the Secretary of State in various states as needed

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.*

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimum travel.

### Education and Experience:

1. Minimum four year degree required and Paralegal Certificate or equivalent preferred
2. Minimum four years of experience in Legal or Real Estate required
3. Highly competent user of Excel and proficient with other MS Office suite products
4. Strong written and verbal communication skills
5. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
6. Ability to work in fast-paced, high-growth changing environment

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