



## **Commercial Real Estate Paralegal**

### **Position Overview:**

MIT Investment Management Company (MITIMCo) is a department within MIT that currently manages over \$30 billion in financial assets for the Institute's endowment, retirement plan, and other capital pools. Our mission is to deliver outstanding long-term investment returns for MIT, and our work directly furthers the transformative research and educational efforts of this world class institution.

The Commercial Real Estate Paralegal will play a vital role in supporting MITIMCo's Real Estate Legal team. This role will support contract negotiations and management, document management, the insurance portfolio of MITIMCo's real estate team, MITIMCo's special purpose real estate entities, and legal processes. This Paralegal will demonstrate exemplary communication and writing skills as well as the ability to prioritize their own work, meet tight deadlines, complete exceptional work, work under pressure, be highly attentive to detail, respect confidentiality obligations, and adjust easily to shifting priorities.

### **Principle Duties & Responsibilities:**

- Review legal contracts and approvals utilizing MITIMCo-approved forms and review checklists.
- Process documents through execution and filing procedures: draft cover sheets, set up documents in DocuSign or circulate hard copies to appropriate party/ies, scan and save documents and cover sheets, add correct naming conventions for executing party, distribute contracts directly or coordinate distribution, update the status of the document in the relevant software system, run periodic contract reports to monitor the status of the documents and manage original document archives for easy auditing and efficient record finding.
- Draft form letter agreements (i.e., notice letters, simple amendments, SNDA's, estoppels, etc.)
- Review title insurance policies and land surveys.
- Serve as the initial point of contact for the insurance needs of MITIMCo's real estate portfolio.
- Enter investment, real estate and vendor contract Terms & Conditions ("T&C") in relevant software systems and effectively communicate with the Legal staff to ensure appropriate compliance and monitoring of T&Cs.
- Partner in the formation and maintenance of MIT legal entities used for real estate investment purposes, including but not limited to reviewing state annual reports, updating governing documents, and drafting tax forms.
- Organize and support Real Estate Legal in data management and tracking deadlines, updating and communicating critical dates for Legal action items.
- Respond to and, when necessary, appropriately direct in-person and digital inquiries from internal and external stakeholders regarding the status of legal documents.

### **Supervision Received:**

- Will report to Director, Real Estate Operations & Risk Management.

### **Qualifications\* & Skills\*\*:**

- Bachelor's degree required; paralegal certificate preferred.
- Experience in a real estate law firm or an in-house real estate legal department/office preferred.

- Track record of producing high-quality work in a dynamic, fast-paced working environment with consistently frequent deliverables.
- Experience with legal documents in real estate management/development.
- Superb computer skills, including fluency in Outlook email and calendaring, PowerPoint, Word and Excel. Experience with Adobe Acrobat is preferred.
- Demonstrated ability to take initiative and work independently with minimal supervision, as well as set priorities and manage multiple activities at once, often working under pressure and with frequent interruptions.
- Proven comfort juggling several stakeholders at varying levels; and building positive relationships with internal and external stakeholders at all levels.
- Exemplary communication and interpersonal skills, both written and verbal, with the ability to lead with poise and professionalism.
- Proven ability to suggest and implement improvements and refinements to improve the overall effectiveness of a team. Follow through on enhancements and suggestions.
- Ability to resolve complex problems in a thorough and timely manner, determining the appropriate course of action with minimal supervision.
- Ability to handle confidential information with discretion and sound judgment.

**To apply**, click [here](https://careers.peopleclick.com/careerscp/client_mit/external/en-us/gateway/viewFromLink.html?jobPostId=32210&localeCode=en-us) or go to: [https://careers.peopleclick.com/careerscp/client\\_mit/external/en-us/gateway/viewFromLink.html?jobPostId=32210&localeCode=en-us](https://careers.peopleclick.com/careerscp/client_mit/external/en-us/gateway/viewFromLink.html?jobPostId=32210&localeCode=en-us)

*\*Please note that MIT does not provide visa sponsorship for technical, administrative, or library full-time or part-time regular positions. Additionally, MIT does not provide visa sponsorship to recent graduates and practicing professionals for internship training, practical experience, or other non-teaching, non-research affiliations.*

*\*\*Employment is contingent upon the completion of a satisfactory background check.*