

Commercial Real Estate/Corporate Paralegal – Nashville Office

Overview

Nelson Mullins is seeking an experienced paralegal to work directly with attorneys in our financial institutions corporate and regulatory practice group, representing primarily financial institutions, fintech companies, and alternative financial services companies.

The ideal candidate is proficient in both commercial real estate and corporate practice areas, including securities offerings, M&A, corporate governance, and regulatory matters.

A Day in the Life

- Creating, maintaining, and driving checklists to keep track of all aspects of transactions from concept through closing.
- Simultaneously managing multiple deals, including tracking deadlines, critical date memos, and communicating progress and issues to attorneys and third parties.
- Coordinating with various parties such as local government agencies, architects, surveyors, title companies, clients, lenders, and other financing parties.
- Drafting transaction and company agreements, resolutions, securities filings, and disclosures.
- Providing corporate maintenance such as formations, dissolutions, and annual reports.
- Assisting with due diligence review, including contract and UCC review.
- Obtaining Edgar codes and file with the SEC.
- Filing documents with the Secretary of State.
- Overseeing preparing closing binders.

We Know You

You have a strong sense of accountability, take ownership over projects and responsibilities, and resolve issues proactively. You're able to easily stay organized and consider your high level of accuracy and attention to detail one of your strongest attributes.

- 3-5 years' experience as a real estate and/or corporate paralegal
- A commitment to producing high quality work
- Strong critical thinking and problem-solving skills
- A client service mindset
- Ability to prioritize, meet deadlines and escalate issues to attorneys
- Ability to contribute to a positive work environment, effectively collaborate, and promote teamwork
- Experience using Excel and Collaborate (or similar eRoom technology)

Mid-size to large law firm experience a plus!

To apply, please submit resume and cover letter at <https://careers-nelsonmullins.icims.com/jobs/2815/commercial-real-estate-corporate-paralegal/job>

Who We Are

With more than 800 attorneys and professionals, Nelson Mullins has strong roots in the business community and an appreciation for new directions in the business world. As a Firm, Nelson Mullins has a strong foundation of community service and good citizenship. Our professional staff likewise promote these values, with opportunities to participate and play roles in various pro bono and community service initiatives.

Our Paralegal Department Training Program, regular staff meetings, retreats, and paid professional association membership allow for continuous opportunities for growth. We offer quarterly and annual awards in recognition of exceptional contributions, and discretionary bonuses may be available to eligible professionals based upon performance.