

# **Position Description**

## **Paralegal, Legal Department**

**Title:** Paralegal

**Department:** Legal Department

**Reports to:** Corporate and Legal Affairs Manager

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**Function:** The Paralegal provides legal and administrative assistance to the Legal Department of a publicly-traded real estate investment trust investing primarily in focused-service hotels. The Paralegal assists the Legal Department with its day-to-day administration, including real estate, banking and corporate transactions and related projects for a 145+ hotel portfolio.

### **Responsibilities Include:**

- Organizing and maintaining corporate and transaction electronic and paper filing systems and closing binders;
- Assisting with entity formation, registration and renewal of company subsidiaries;
- Ordering and organizing corporate status and formation documents for transactions;
- Organizing, filing and tracking the status of mechanics' liens and litigation matters;
- Assisting with delivery of correspondence and other legal documents to lenders and other business partners;
- Creating and maintaining charts, databases and tables to track pertinent operational and legal information;
- Ability to professionally communicate with business partners via email and letter correspondence;
- Assists the legal staff with projects, as assigned;

### **Skills:**

- Ability to work independently and efficiently;
- Self-Starter;
- Ability to learn quickly preferred;
- Close attention to detail required;
- Excellent written and verbal communication skills required;
- Experience maintaining filing systems;
- Strong organizational skills;
- Excellent interpersonal skills, with the ability to work with diverse groups and individuals preferred
- High degree of integrity and professionalism required

- Demonstrated ability to maintain highly confidential information required;
- Demonstrated ability to manage projects with changing priority.

**Education & Experience:**

- Undergraduate degree in Political Science, History/English, Paralegal Studies or related field required;
  - Minimum of 2 - 4 years of experience as a legal assistant/paralegal working closely with senior level attorneys in a law firm or corporate legal environment required
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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*