

PARALEGAL

CORPORATE & COMMERCIAL REAL ESTATE

Upton & Hatfield is seeking an experienced, highly organized, and proactive Paralegal to join our Corporate and Commercial Real Estate Group. The position will support attorneys on corporate, transactional, and commercial real estate matters, including document preparation, title and closing work, entity governance, and business entity filings.

Qualifications: 3+ years of legal assistant or paralegal experience preferred; corporate, transactional, or commercial real estate experience a plus. Strong organizational, communication, and attention to detail skills required. Proficiency with Microsoft Office and Adobe; Qualia experience preferred.

Full-time, 37.5 hours/week, onsite in our Concord or Laconia office. Upton & Hatfield offers a collegial, collaborative work environment, professional growth opportunities, and a comprehensive benefits package including health, dental and vision insurance, retirement benefits, PTO, and paid holidays.

To apply, please submit a resume to hr@uptonhatfield.com

**Upton
& Hatfield**^{LLP}
ATTORNEYS AT LAW