McLane Middleton

COMMERCIAL REAL ESTATE PARALEGAL

McLane Middleton is seeking an experienced Commercial Real Estate Paralegal with 5+ years of experience in real estate law.

Join a team where your work spans a genuine variety of real estate matters, not just repetitive transactional work, and where paralegals are given real ownership over their files, mentorship from experienced attorneys, and room to grow within the practice.

In this role you'll work closely with attorneys across a broad range of matters, including:

- Commercial and residential real estate transactions
- Title searches and issuance of title insurance policies
- Statewide land use research
- Real estate matters within Trusts and Estates

TRUSTS AND ESTATES PARALEGAL

McLane Middleton has a unique opportunity for a Trusts and Estates Paralegal with 3+ years of solid trusts and estates paralegal experience.

This individual will have a broad base of experience including probate and trust administration, working knowledge of the Probate Court rules and procedures and probate accountings, Federal estate tax returns, and familiarity with trust accounting computer programs.

The ideal candidate will have previous paralegal experience in the administration of trusts and estates, including the preparation of Massachusetts and U.S. Estate Tax Returns (Form 706). Responsibilities include all facets of trust and probate administration, drafting correspondence and legal documents, asset spreadsheets and probate pleadings, reviewing bank statements, and organizing and maintaining client files.

GENERAL PARALEGAL POSITION REQUIREMENTS

- Minimum of an Associate's degree (Bachelor's preferred)
- NALA or NFPA certification preferred
- Strong computer skills, including MS Office, proficiency in Outlook, and Adobe Acrobat
- Experience with electronic file management software
- Attention to detail; dependable; exceptional organizational and file management skills
- Excellent proofreading skills
- Excellent oral and written communication skills, clear and concise
- Excellent analytical skills and sound judgment
- Proven ability to multi-task and manage a workload independently in a fast-paced environment
- Comfort handling confidential client information with discretion
- Strong commitment to client service
- Professionalism and teamwork are important; must work well with attorneys, co-workers, and our clients
- Flexibility to work overtime as needed

For more than 107 years, McLane Middleton has supported the long-term growth of its professionals, helping them build rewarding and successful careers. We welcome dedicated self-starters who are eager to advance their careers.

A hybrid work schedule combining in-office and remote work is available. We offer a collegial team culture, robust professional development, and meaningful opportunities for personal and professional growth in a dynamic environment. We provide competitive compensation and benefits package. We encourage you to consider joining our team!

Qualified candidates should direct cover letter and resume to Jessica Boisvert, Manager of Professional Recruiting and Retention, at **Jessica.Boisvert@McLane.com**