



## **Commercial Real Estate Paralegal**

### **About Wheeler Real Estate Investment Trust :**

Wheeler Real Estate Investment Trust, Inc. (NASDAQ:WHLR) (“Wheeler” or the “Company”), a company specializing in owning, acquiring, financing, developing, renovating, leasing and managing income producing assets, such as community centers, neighborhood centers, strip centers and free-standing retail properties is looking to hire a Commercial Real Estate Paralegal to join our winning team.

Candidate must be able to demonstrate professional integrity, attention to detail, and exercise good judgment in handling sensitive information. A professional image, excellent communication and strong organizational skills are required. The qualified candidate must be detail-oriented, a self-starter, who is extremely responsible, dependable, highly motivated, able to work in a fast-paced environment, possess a great work attitude and be a team player. Successful candidate also must be able to work independently while, at the same time, be able to clearly and routinely communicate file status. The position requires an individual able to demonstrate a breadth of knowledge of both commercial and residential real estate concepts and transactions.

### **Responsibilities:**

- Assist attorneys in title and survey review
- Organize and coordinate property acquisition activities, including title clearance
- Organize/Coordinate Commercial Real Estate Sale and Loan closings, including preparation of all of all closing documents
- Assist in drafting of purchase and sale agreements and residential real estate leases
- Order estimates of redemption, water certifications, zoning certifications, & property inspections.
- Review title reports, obtain payoff statements, and obtain clearance of all title issues
- Calculate closing figures (including bank escrows)
- Post-closing document control, UCCs, satisfactions

### **Required and Preferred Experience:**

- BA/BS or Paralegal Certificate preferred.
- Advanced level of proficiency in Word, Outlook, Excel and PowerPoint.
- Minimum of 5 years’ experience in commercial real estate transactions and corporate law, within a law firm environment is required

Your expertise makes you valuable, and that’s why we offer a competitive salary and a wide range of benefits, including group medical, dental and vision insurance, 401(k), tuition reimbursement and various other benefits. We also offer career guidance and ongoing support to help you flourish.

**WHLR is an Equal Opportunity Employer**