Legal Assistant Supporting Real Estate Finance, Real Estate Development & Permitting, and Trusts & Estates Departments

Reports to: Partners and Senior Associates in each practice group

Classification: Full-time

Position Summary

We are seeking a detail-oriented, organized legal assistant to support attorneys in our Real Estate Finance, Real Estate Development & Permitting and Trusts & Estates departments. The role combines transactional support on commercial lending cases, working closely with project teams in the legal and regulatory side of real estate development, and assisting with document preparation for estate planning, probate, and trust matters. The candidate will also be primarily responsible for the administration of the irrevocable life insurance trusts managed by the firm. The ideal candidate should be comfortable switching between fast-moving closing timelines and the sensitive, client-facing work of estate planning and estate administration matters. The position is located in a small, collegial and collaborative satellite office (Burlington, Massachusetts) of a major Boston law firm.

Key Responsibilities

- Manage attorney calendars, scheduling, correspondence, and phone and email communication
- Maintain timelines for closing checklists, application status, and permit expirations
- Track open items, and follow up with clients, lenders, title companies, surveyors, and opposing counsel
- Primarily responsible for overseeing administration of irrevocable life insurance trusts, including calendaring and maintaining due dates relative to life insurance premium payments, coordinating with clients to secure life insurance premium payments, sending out legal notices to trust beneficiaries and preparing gift tax letters to clients
- Open and maintain matter files, both electronic and paper, in line with firm records and retention policy
- Assist with conflict checks and assist with new client and matter intake
- Enter time accurately and prepare billing support and expense reports
- Conduct basic legal and public-records research
- Type cover letters, client memos and billing invoices
- Protect confidential client information and follow firm ethics and security protocols

Qualifications

Required

- 2+ years of experience as a legal assistant/paralegal/legal intern in a law firm or similar setting
- Strong written and verbal communication skills with excellent attention to detail
- Proficiency in Microsoft Office (especially Word, including redlining and document comparison), Outlook, and Adobe Acrobat

- Ability to manage multiple deadlines and priorities with minimal supervision
- Demonstrated discretion in handling confidential and sensitive matters
- Willingness to work extended hours around closing deadlines

Preferred

- 4+ years of experience as a legal assistant/paralegal/legal intern in a law firm or similar setting
- Bachelor's degree and/or paralegal certificate
- Experience in commercial real estate finance, title and closing procedures, or probate and estate planning
- Familiarity with document management and practice tools (such as iManage and Aderant)
- Knowledge of local recording and court filing procedures
- Notary public commission, or willingness to obtain one

Skills and Attributes

- Highly organized, with a system for tracking many moving parts
- Calm and courteous under pressure, with empathy for clients in difficult life circumstances
- Proactive problem solver who anticipates needs and flags issues early
- Collaborative team player who works well with attorneys, staff, and outside parties
- Commitment to accuracy, since errors in loan or estate documents carry significant consequences

Working Conditions

- This position requires in-office attendance at least four (4) days per week. Remote days will be coordinated with attorneys and may vary dependent upon workload requirements.
- Primarily desk work; occasional overtime during closing periods and court deadlines

Compensation and Benefits

The firm offers a comprehensive benefits package including but not limited to health and dental insurance; a generous paid time off policy including paid firm holidays; a 401(k) plan; life and disability insurance.

Salary range $70,000 to $95,000, commensurate with experience.

Note: This description is intended to outline the general nature of the role and is not an exhaustive list of duties. Responsibilities may be adjusted as business needs change.