



LOCATION: Dallas

JOB TITLE: Corporate Paralegal / Leasing Administration

FLSA STATUS: Exempt

REPORTS TO: CFO & Managing Director –SVP of Leasing

DATE: 8/15/2018

POSITION SUMMARY

This position blends Corporate Paralegal responsibilities with Leasing Administration. The position works closely with both our CFO and the Managing Director/SVP of Leasing, as well as with other members of the company. Assists with governance matters, corporate record book management and subsidiary management. Administratively supports the closing of complex commercial mortgage loans, real estate acquisitions, and sales transactions related to real estate development, construction, and various other matters. Additionally, monitors and assists in tracking leases, commissions, and service agreements for contracted commercial properties.

ESSENTIAL DUTIES

The following is an overview of responsibilities and expectations and is not an exhaustive list of specific job details:

- Coordinate closing logistics including preparing closing checklists and facilitating and overseeing the execution of documents while organizing closing documents binders and contacting and communicating with title companies, attorneys, government agencies, etc.;
- Oversee and maintain leasing commission process:
 - Prepare commissions per lease, working with 3rd party brokers and Cypress property management collecting documents and information for commission preparation
 - Prepare commission reports;
- Track commercial renewals and lease expirations, updating management and leasing agents of upcoming expirations;
- Ensure accuracy of square footage of tenants and centers, work with architects and leasing agents on square footage for potential tenants, maintain and update square footage reports;
- Track and update monthly revenue projections (MRP) ensuring invoices are on track and accounted for;
- Function as an information resource conducting research, assembling data and performing special projects around the corporate leasing function

- Background screening administration and oversight for commercial properties;
- Prepare documentation for formation, amendments, withdrawals, mergers, and dissolution of corporations, partnerships, and/or limited liability;
- Administer property account management software (Property Capsule) and ensure property portfolio data is complete and accurate (i.e.: property overviews, agent contact information, site plans, tenant lists, photography, maps and demographics);
- Process legal documents and maintain files of relevant documents, monitor case schedules and filing deadlines;
- Support all aspects of licensing and compliance, including annual reports, including researching compliance criteria, preparing licensing and compliance documents, and working with state and local officials on an ongoing basis;
- Corporate and partnership record maintenance (i.e.: annual filing requirements, trademark filings, etc.) in compliance with state and federal laws;
- Maintain active list of ongoing and historical legal cases, active corporate entities, terminated entities and transferred entities;
- Quarterly investor distribution including master list of active/former investors;
- Legal documents review for acquisitions, leases, regulatory matters, contracts, NDA, etc.;
- Track, add or edit information relating to assigned projects, bankruptcy and litigation matters;
- Manage corporate governance, minute books and other documents pertaining to legal processes and issues;
- Process expense reports.
- Assist with filings, document revisions, expense reports, correspondence, and other functions to improve the efficiency and performance of the department;
- Other duties as assigned.

EDUCATION / EXPERIENCE

- Bachelor's degree in a related field
- 5+ years' experience in the commercial real estate industry
- 3+ years' experience as a Paralegal in a corporate environment preferably in the commercial real estate industry.
- One to two years' experience using Property Capsule or Aquarian Systems, etc.
- 1+ years' experience with Adobe Creative Cloud (Illustrator, Photoshop, InDesign)

SKILLS / COMPETENCIES

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Exceptional organizational and interpersonal skills with a preference for working in a fast-paced, heavily computer-based environment, with strict time constraints, and following established guidelines for case and matter management.

- Professional demeanor and ability to construct professionally written and oral communications.

CERTIFICATES, LICENSES AND REGISTRATIONS

Current/valid Paralegal Certification preferred

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