

Real Estate/Business Paralegal

Murphy Austin Adams Schoenfeld LLP is looking for a full-time paralegal with 8+ years' transactional real estate and/or business experience to work with our Real Estate and Business teams.

High attention to detail and strong writing skills are required. Experience with drafting basic contracts, real estate closing procedures, secretary of state filings, and corporate formations preferred. Experience with title and survey review is a plus. The successful candidate will be able to multi-task in a fast-paced, professional environment, enjoy working as part of a team and demonstrate a commitment to client service and professional growth.

Advanced computer skills and aptitude are required. Advanced skills in Word and internet research are required, with proficiency in Excel and Forte a plus. The successful candidate must also be able and willing to learn other software systems as needed.

Murphy Austin offers a competitive salary and benefit package as well as a generous paralegal bonus program. Well-organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis, Murphy Austin Adams Schoenfeld LLP, thkreis@murphyaustin.com.