

## **Legal Assistant- Commercial Leasing/Real Estate Paralegal, Bethesda, MD**

Washington, DC-area based Fortune 1000 publicly-traded building materials distribution company is conducting a search for a Legal Assistant-Commercial Leasing/Real Estate Paralegal for its Bethesda, Maryland-based General Counsel's Office. The Company has 373 locations throughout the United States and Canada, approximately 5000 employees, and annual revenues in excess of \$4.0 billion. The Legal Assistant position is a full-time, salaried position and will report directly to the General Counsel.

The successful candidate must have excellent communication skills and will be responsible for handling internal Leasing Database Software, tracking lease renewal deadlines and expirations, prepare initial draft of Lease renewals and exhibits, review estoppels, SNDA's and other lease related documents, oversee final execution and complete closing checklist, file and maintain electronic and hard copy lease files and perform general office duties.

### **JOB REQUIREMENTS**

The ideal candidate will have a minimum of 2 years' experience in a commercial real estate or law firm environment, excellent verbal and written communication skills, strong project management skills and analytical mindset, ability to work in a demanding and high performance work environment with a team oriented culture. College degree is preferred. Candidates must also be highly organized, detail oriented, flexible, able to multi-task and must reflect the company's values and high ethical standards. Excellent compensation package will include salary, bonus and benefits.

#### **Beacon Offers:**

- Competitive compensation
- Health and wellness benefits to include medical, prescription, dental and vision plans, short term and long term disability, supplemental life insurance and flexible spending accounts
- Paid vacation and holidays
- 401K
- Employee discounts
- Employee referral program
- Employee recognition program

#### **Janine M Davis**

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