

Real Estate Lawyer Job Description Template

We are looking to hire a Real Estate Lawyer with strong negotiation and analytical skills. Real Estate Lawyers are expected to display sound decision making skills with fantastic research and communication skills. A successful Real Estate Lawyer should be organised, professional and well informed while ensuring that real estate transactions are legal, binding and in the best interest of the client that they represent. Top candidates will have remarkable interpersonal, excellent verbal written communication and public speaking skills.

Key Responsibilities:

- Monitor legal risk in documentation and advise clients appropriately
- Interpret laws, rulings and regulations for real estate transactions
- Draft and negotiate real estate transactions
- Draft routine leases and amendments
- Ensure appropriate approvals are in place for real estate transactions
- Manage regulatory and compliance related services
- Represent the clients in purchases and sales of properties
- Defend municipal code litigation
- Support legal and advisory needs of large real estate portfolios

Personal Specification:

- A degree in Law is essential
- Strong experience in real estate law
- Strong working knowledge of litigation, lease transactions and property management
- Solid experience in insurance underwriting
- Understanding of Foreclosure
- Analytical thinker
- Ability to work under pressure and meet tight deadlines
- Excellent interpersonal skills
- Good verbal and written communication and public speaking skills
- Working knowledge Microsoft Office programs