

InSite

<http://www.insiterealestate.com>

Commercial Real Estate Paralegal

Oak Brook, IL

InSite Real Estate is a national commercial real estate development company based in Oak Brook, Illinois. InSite develops, owns, and operates tenant-driven investment property nationwide. Privately held since its 1988 formation, the company has completed over 600 industrial, office, and retail projects located in over 40 states ranging from 2,000 SF to 2.6 million SF in size, and \$1 million to \$250 million in value. We have successfully completed Build-to-Suit projects for major clients such as Starbucks, Tesla, Burger King and many more. Due to continued growth, we have an immediate need for a Project Manager within our Production group.

### ***Why Join Us?***

This is an opportunity to work in the fast-paced environment of our legal team which handles the legal matters for our portfolio of commercial real estate located across the country and in Europe. Some of the primary duties include title and survey review and analysis, collaborating with team members on development plans, preparation of transactional documents, and conducting closings.

InSite offer excellent salary and benefits including paid vacation and sick time, 10% assured bonus, medical, dental, vision, life and long-term disability insurance, flexible spending accounts, paid cell phone, 401(k) plan and a free fitness center on site and an office location with proximity to Oak Brook Center dining and shopping.

### ***Qualifications***

- Extensive experience in commercial transactional real estate: acquisitions, sales, financings, like-kind exchanges for retail, office and industrial development projects required
- Extensive experience with conducting detailed title and survey analysis for potential ground-up developments required
- Experience with shopping centers/regional malls is a plus
- Ability to perform basic legal drafting of purchase agreements, sale agreements, closing documents, etc. from provided templates required
- Understanding of process to create and maintain corporations, trusts and limited liability companies (Illinois and Delaware), including preparation of Articles of Incorporation, Articles of Formation, operating agreements, bylaws, resolutions, etc. from provided templates a plus
- Ability to independently conduct closings of acquisitions, sales and financing transactions required
- Basic understanding of leasing; ability to abstract a commercial lease
- Title company, large law firm or shopping center experience a plus
- This is an onsite position, requiring you to be in the office Monday through Friday

### ***Proficiencies***

- Advanced skills in Microsoft Office, especially Word
- Ability to learn proprietary software
- Must be capable of working independently without significant direction from superiors
- Excellent organizational skills

### ***Benefits***

- Paid vacation and sick time
- Medical, dental, vision, life and disability insurance
- Flexible spending accounts
- 401(k) plan
- Annual Incentive bonus
- Fitness center on site