



Job Title: Commercial Transaction Paralegal

Job Description:

Hackett Feinberg P.C., a 30 attorney Boston law firm, is seeking a self-motivated paralegal to join its busy Commercial Transaction Group. The Transaction Group has a wide-ranging practice that includes commercial real estate mortgage financings, commercial and industrial loans, asset-based loans, alternative energy transactions, affordable housing developments, as well as loan recovery and troubled loan workouts and foreclosures. The Commercial Transaction Paralegal will work alongside and support attorneys in these practice areas and through all stages of a commercial transaction. The Commercial Transaction Paralegal will be responsible for managing the details throughout transactions, including initial document preparation, organizational diligence, tracking of closing agenda items, ordering and review of title updates, UCC, tax lien and litigation searches, and execution and compilation of closing documents.

The successful candidate will possess initiative, solid organizational, management, and communication skills, meticulous attention to detail, and an ability to handle multiple deals, priorities, and deadlines. Although the Commercial Transaction Paralegal's primary job responsibilities will be to support lawyers in the Transaction Group, all Commercial Transaction Paralegals are expected to support the Administrative Team by performing various office administration duties as needed.

At Hackett Feinberg, our people are our most valuable asset. We are an equal opportunity employer, committed to fostering and preserving an inclusive workplace. We embrace our employees' differences that make our employees unique. Therefore, we encourage talented individuals with diverse backgrounds and experiences to apply.

Responsibilities:

- Communicate with vendors, outside attorneys and clients, primarily by phone and email
- Research accurate legal entity names and status in various jurisdictions
- Notarize documents or ability to become a notary public
- Review and analyze documents and due diligence to ensure compliance with closing and other requirements of lenders
- Review and evaluate title exams, commitments and policies for commercial real estate transactions and summarize findings for review by supervising attorney
- Research recorded documents on various Registry of Deeds/Land Court websites
- E-record documents at Registry of Deeds/Land Court.
- Request UCC, tax lien, litigation and other searches, and summarize findings for review by the supervising attorney; prepare and file UCC financing statements in appropriate locations
- Prepare documents for attorney review in connection with transactions including closing agendas settlement statements, and ancillary loan and corporate documents related to commercial loan facilities, affordable housing transactions and other real estate transactions
- Assist with loan closings (including compilation of original closing documents and prompt delivery of original documents to our clients)
- Prepare and organize electronic document binders and shared file sites for loan closings; post-closing due diligence



Requirements:

- College degree required; Paralegal Certificate or higher education preferred
- 4-8+ years relevant experience in commercial finance at a law firm
- Knowledge of Microsoft Office Suite, pdf software and Outlook
- Proficiency using legal, USPTO and other government electronic filing systems
- Strong attention to detail and organized
- Ability to project a professional image and interact professionally with clients, co-workers, and other parties
- Ability to handle stressful situations and remain calm under pressure
- Excellent verbal and written communication skills
- Capability to work well independently as well as in a team environment
- Provide excellent customer service
- Aptitude to be cautious with sensitive information
- Always willing to learn new skills and take the initiative to further understand processes and make recommendations for efficiency improvements

Salary Range: \$85k+ based on experience

Bonus Eligible/Details: Yes/ at year-end based on performance

Hours/Flexible Hours: 9-5 Monday through Friday; one hour daily breaks

Expected Overtime: Occasionally as needed

Why is the position open? This is a growing practice area

Exempt/Non Exempt: Non-exempt

Report To: COO and/or paralegal supervisor; assigned to work with attorneys

What is the current in office/remote work policy? Hybrid; 3 days in the office for paralegals, with occasional additional days in office as needed (e.g., for closings, etc.)

What sets you apart from other employers in terms of benefits, culture and incentives? Hackett Feinberg was founded 28 years ago by individuals who valued fair treatment and respect. This ethos still guides our approach today. The Firm covers 90% of employees' HMO health insurance premiums and offers a generous 401(k) profit-sharing plan, with employer contributions typically ranging from 6-9%. HF is a great place to work!