

Job Description



Job Title: Paralegal

Reporting To: Chief Legal & Compliance Officer

Job Function: Legal

Job Location: Cleveland, Ohio

Summary:

The Paralegal will be responsible for various projects within the legal department and the real estate group relating to all aspects of real estate and corporate due diligence, acquisitions, syndications, and dispositions. The ideal candidate will be detail-oriented, have exceptional organizational skills, and possess a strong understanding of corporate legal concepts and real estate transactions. The Paralegal will exercise discretion and independent judgment in the performance of the assigned projects and in completing and prioritizing the various plans and projects. The Paralegal will be a member of the Legal team and will work closely with members of various other teams. This is a full-time, non-exempt opportunity eligible for overtime.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the U.S. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. The successful candidate will be smart, driven and business-minded, enjoy working in an entrepreneurial environment, thrive in a fast-paced work environment, be willing to roll up their sleeves to get the job done, and be comfortable assisting on a variety of legal matters.

Essential Corporate Duties and Responsibilities (80%):

- Assist with recording and/or filing of various legal documentation for financing and corporate transactions, corporate governance matters, and other matters as needed.
- Obtain recorded documentation from various governmental offices (i.e., Secretaries of State and county recorders).
- Draft and file corporate formation and dissolution documentation, obtain EINs from the IRS, file annual reports, and monitor renewals of fictitious names.
- Play primary role in corporate entity management function and ensure the accuracy and completeness of the virtual corporate record books for numerous corporate entities.
- Oversee the filing of beneficial ownership reports required under the Corporate Transparency Act.
- Prepare summaries of legal agreements as requested by the Legal, Tax or Real Estate teams.
- Ability to work non-business hours, when necessary, particularly in Q4.
- Draft and assist with various corporate documentation, including preparing written declarations and resolutions and amending operating agreements in connection with corporate transactions.
- Manage relationships with service providers for entity management and related compliance services.

Preferred Real Estate Duties and Responsibilities (20%):

- Work with attorneys, outside counsel, lenders, title companies, escrow agents, and surveyors to facilitate, resolve and finalize various matters related to financing, leasing, and acquisitions and dispositions.
- Facilitate the execution of various financing and real estate transactions and other documentation, including assisting with financial reporting requests from lenders.
- Assist with drafting various types of real estate and loan closing documentation, including leases, purchase agreements, deeds, easement agreements, use restriction agreements, and other related transactional documentation.
- Analyze lease, loan and other documentation as requested.

Job Description



- Perform title and survey review for financings, acquisitions, and/or dispositions/sales, orders and reviews other third-party reports and due diligence materials.
- Perform UCC and tax lien searches.

Education / Experience:

- 5+ years of experience as a Paralegal, with experience in both corporate and real estate law.
- Bachelor's degree in business or equivalent experience preferred.
- Paralegal certification preferred.

Knowledge Skills & Abilities:

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Exercise discretion and independent judgment.
- Strong Initiative along with a willingness to jump in and solve problems.
- Experience performing legal and factual research using various databases and online resources.
- Self-directed and able to work well with individuals at all levels of the organization.
- Function as a good liaison with all other functional areas of company.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Able to manage and hold accountable third-party vendors.
- Exercise sound judgment.
- Prioritize and balance workload to meet deadlines.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams) and Adobe Acrobat.
- Experience with document management software and procedures.
- Ability to leverage AI platforms (ChatGPT, Copilot, etc.) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.
- Expert ability with online research.
- Ability to learn new software.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.