



## **POSITION DESCRIPTION**

**Position Title:** Paralegal  
**Reports to:** Assistant General Counsel  
**Department:** Corporate Legal  
**Location:** Washington, DC

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### **Position Summary:**

Self-motivated individual to assist in the provision of the full range of in-house legal services to the company, including maintaining and drafting documents; organizing files and legal correspondence; and calling on outside legal counsel and other consultants.

### **Responsibilities and Duties:**

- Provide ongoing administrative and organizational support to the Legal Team and other core Corporate groups
- Assist with project coordination by providing meeting minutes and tracking key action items
- Prepare memoranda, correspondence, contracts, reports and other legal documents
- Check and edit legal forms and documents for accuracy, cross-checking and validating information
- Perform legal and factual research, including property records research, as needed
- Facilitate meetings with internal Corporate groups and external advisors, clients and service professionals
- Organize and track projects through completion
- Solicit and review proposals from third party service providers and track performance
- Assist with real estate acquisitions, dispositions and loan closings
- Draft lender consent and assist with general loan administration and loan compliance
- Complete all other duties as assigned by supervisor
- Adhere to company safety standards and help promote a safe working environment for office and field employees, subcontractors and clients
- Adhere to and promote the core values of CloudHQ

### **Position Standards:**

- Team Player
- Excellent interpersonal skills
- Attention to Detail
- Knowledge of MS Office
- Strong Organizational Skills
- Positive Attitude
- Self-Starter
- Superior written and verbal communication skills
- Hard working and able to manage numerous projects simultaneously under deadline pressure
- Flexibility and willingness to work on a broad variety of matters

### **Position Requirements:**

- Bachelor's degree, associate degree, or an ABA-approved paralegal certification program of education and training
- in depth knowledge of local, state and federal laws and regulations
- Must also have at least two years legal experience in real estate, construction or related commercial transactions.