Paralegal/Lease Administrator (in office position)

We are seeking a highly motivated Paralegal/ Lease Administrator to join our dynamic team based in Needham, MA. In this role, you will play a vital role in ensuring the smooth operation of our commercial real estate business by managing and interpreting lease agreements and collaborating closely with internal team and external stakeholders. The ideal candidate has a strong background in transactional matters related to commercial real estate and business contracts. This position offers an exciting opportunity to work with diverse projects, provide strategic insight and contribute to the growth and success of our firm.

**Responsibilities:**

* Process, review, and maintain all lease documents, ensuring accuracy and compliance with legal requirements.(preparation, execution of amendments, renewals and terminations)
* Create detailed lease abstracts, capturing key provisions and obligations.
* Track lease lifecycles, including renewals, expirations, and critical dates.
* Interpret lease terms and analyze potential risks and opportunities.
* Manage lease administration functions across departments, collaborating with Finance, Leasing, and Asset Management.
* Participate in lease negotiations, drafting amendments, and resolving lease disputes.
* Conduct legal research related to commercial real estate leases.
* Maintain a comprehensive lease database for efficient record-keeping and reporting.
* Prepare and send lease transaction announcements to the entire company for further execution.
* Manage relationships with all outside counsel.
* Be the lead on insurance
* Manage and maintain all entity documents, LLCs in good standing etc.
* Review and approve rents, increases and late fees and adjustments to the tenants including payment plans. Helping to resolve lease related concerns of tenants.
* Assist with generating annual estimated expense recovery estimates.
* Provide lease analysis and interpretation to financial and asset managers.
* Provide relevant information to third parties insurance platforms to track and maintain tenant’s insurance records.
* Collaborate with third parties Risk Management notifying of acquisitions, dispositions and lease activities.
* Produce reports as needed on leasing activities, occupancy and other metrics.
* Identify opportunities to streamline lease administration processes and enhance operational efficiency.
* Will develop and implement best practices and standardized procedures for lease administration tasks.

**Qualifications:**

* Paralegal certification (preferred) or relevant legal experience.
* BS degree in Business, Real estate or Finance
* Minimum 3 + years of experience in lease administration or a related field.
* Strong understanding of commercial real estate lease terms and concepts.
* Excellent analytical, organization and problem-solving skills.
* Meticulous attention to detail and accuracy.
* Superior organizational and time management skills.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Adobe, YARDI, VTS
* Excellent written and verbal communication skills.
* Ability to work independently and collaboratively in a fast-paced environment.
* Knowledge of accounting principles/financial analysis.
* Ability to be in office – 4 days per week.