



Title: Real Estate Paralegal

Location: Overland Park, KS

Job **JOB SUMMARY**

Description:

The Real Estate Paralegal provides real estate transaction services on behalf of Creative Planning Legal under attorney supervision.

**We do not accept resume submissions from third-party recruiters or staffing agencies. Please contact our recruiting team directly.**

#### **JOB DUTIES**

- Organize, manage, and monitor real estate transaction deadlines and tasks
- Assist with preparation of documents related to real estate transactions, including purchase agreements for residential and commercial real properties
- Assist in coordinating intra-family real property sale transactions
- Prepare attorney and transmittal correspondence

#### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- Bachelor's degree
- Efficient, detail-oriented, and accurate

#### **PREFERRED EXPERIENCE / QUALIFICATIONS**

- 3+ years of experience in a similar role preferred
- Proficient in MS Office