

# Coleman | Talley

## Legal Assistant / Paralegal – Atlanta, GA (Buckhead Office)

### Job Description

Coleman Talley LLP has an immediate opening in our Buckhead office in Atlanta, GA. We are seeking a full-time, experienced transactional legal assistant/paralegal. Experience with commercial and corporate transactions, real estate and/or housing transactions is preferred. Salary is commensurate with experience. The successful candidate would have no less than two years' experience as a transactional legal assistant and/or paralegal. Minimum of Associates Degree required. Responsibilities include support to legal professionals in various phases of real estate, and corporate transactions.

### Qualifications

- Strong word processing skills
- Strong organizational skills and ability to multi-task
- Possesses a sense of urgency
- Works both independently and as part of a team
- Proficiency in Word, Microsoft Outlook, Adobe, DocuSign, PowerPoint and Excel
- Self-starter; highly motivated
- Detail oriented
- High degree of professionalism with strong verbal and written communication skills

### Preferred Areas of Experience

- Entity Formation
- Entity Annual Registrations
- Commercial Real Estate Closings
- Real Estate Post-closing
- Drafting/Reviewing/Check lists/Critical Dates
- Title Insurance and Escrow

### Benefits

- Paid time off
- Health Insurance
- Dental
- Vision
- Life
- Disability
- Flexible Spending Account
- 401(k) including matching contributions

Coleman Talley LLP hires hard-working individuals with diverse backgrounds, and interests. We value our culture and are proud of our respectful and friendly reputation.

### How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com)

### About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

<https://colemantalley.com/careers/>