

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 corporate transactions, real estate and/or housing transactions, and litigation 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 associate degree required. Responsibilities include support to legal professionals in various phases of corporate transactions, real estate and commercial litigation.

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
- Litigation (general working knowledge of types of documents, e-filing, processes and calendaring)

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

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/>