



Job Title: Real Estate Paralegal
Reports To: Assistant General Counsel
Department: Legal
FLSA Code: Exempt
Date Modified: February 2020

Job Purpose

The Real Estate Paralegal is responsible for assisting all attorneys within the Legal Department of STAG Industrial Inc. ("STAG") with drafting various legal documents and assisting with a wide range of legal matters involving dispositions, acquisitions, property management and general corporate matters.

Duties and Responsibilities

- Assist with various Legal Department administrative duties.
- Assist with maintaining the Contract Express software platform to facilitate the preparation of various transactional documents.
- Prepare initial drafts of various transaction documents related to property acquisitions and property management.
- Review and provide initial comments on various confidentiality agreements.
- Draft various tenant correspondence, including default notices, etc.

Qualifications

- Paralegal Certificate from an accredited college or enrolled in an accredited law school program
- 3-5 years' work experience preferred
- Commercial Real Estate experience preferred
- Proficient in Microsoft Word and PowerPoint
- Demonstrated ability to communicate effectively and efficiently throughout all levels of an organization
- Discretion and ability to work with sensitive and confidential materials
- Strong organizational and writing skills
- Detail-oriented team player with a strong work ethic
- Highly motivated with the ability to take initiative

Working Conditions

Position does not require special working conditions. Employee works in an office setting utilizing a laptop provided by STAG.

Direct Reports

Position has no direct managerial responsibilities.