



Job Title: Real Estate Paralegal

Location: Charlotte, NC

Culp Elliott & Carpenter, PLLC is a well-established boutique law firm in Charlotte's SouthPark area serving private clients, real estate developers, investors, and entrepreneurs. We are seeking a Real Estate Paralegal to provide immediate support to our real estate practice group with real estate transactions, entity formation, corporate governance, document preparation, research, due diligence, and closing coordination.

This full-time role is an opportunity for the right person to contribute to a growing practice while receiving training and opportunities for professional growth and salary advancement.

DUTIES AND RESPONSIBILITIES

- Support commercial transactions, including purchases, sales, financing, leasing, and related matters.
- Prepare, review, and coordinate transactions, closing, title, and other legal documents.
- Conduct title review, due diligence, legal and corporate research, and related investigations.
- Coordinate closings and communications with clients, lenders, title companies, counsel, and other parties.
- Manage post-closing tasks, file maintenance, title policy review, and closing binders.
- Assist with entity formations, corporate governance, annual filings, and compliance.

REQUIRED QUALIFICATIONS:

- Paralegal certificate or equivalent paralegal experience in a law firm or similar legal setting.
- Strong communication, organization, attention to detail, analytical, problem-solving, and client service skills.
- Ability to maintain confidentiality, exercise sound judgment, and use Microsoft Office and legal technology platforms.

PREFERRED QUALIFICATIONS:

- Accredited degree in paralegal studies, North Carolina Certified Paralegal designation, and/or active Notary Public commission.
- Experience with commercial real estate transactions, title review, closings, and post-closing administration.
- Experience with entity formations, corporate filings, and compliance matters.
- Experience with legal practice management, document management, closing, recording, or trust accounting software.

We offer a competitive compensation and benefits package.