



OFFICE MANAGER/ PARALEGAL

Flourish With Knez.

Knez Homes is on a search to find an Office Manager/Paralegal to join our team! While working in this position, you can expect a pleasant, casual office space that thrives off of productivity and a special “get-it-done” attitude.

Since 1988, Knez has worked as commercial and residential real estate developer in cities all across Northeast Ohio. The reputable and trusted image Knez holds is a reflection of our team’s dedication to constant improvement.

If you’re interested in building your career with Knez, get ready for many team outings, exploring exciting Cleveland neighborhoods and attractions, while witnessing the exponential growth of real estate development first handedly!

Your Core Responsibilities.

As an Office Manager/Paralegal, you are responsible for all front office activities, which include the reception area and mail facilities. These responsibilities involve directing and coordinating office services and related activities and providing support for the legal department and other staff. You will need to use independent judgement in order to plan, prioritize, and organize diversified workload along with recognizing and recommending changes in office practices or procedures for efficiency and clarity. For a more complete idea of your day-to-day tasks, check out an official list of your core responsibilities:

- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain a professional image.*
- Schedules and organizes activities such as meetings, travel, conferences, and office activities.*
- Performs general office duties*
- Drafting organizational documents, including operating agreements, corporate resolutions, actions by written consent.*

- *Drafting documents related to real estate purchase agreements, including amendments and notices.*
- *Drafting various legal documents, including, but not limited to loan documents, deeds, easements, condominium association/homeowner association documents.*
- *Formation of new corporate entities.*
- *Interacting with internal counsel and various departments*
- *Proficiency in Microsoft Office, Adobe and the ability to learn other office programs as needed.*

Reach Your Fullest Potential.

Although there is an obvious set of technical skills needed for this position, the most important trait for you to possess is the continuous desire to learn. As an Administrative Assistant/Paralegal, your role requires much organization and thoroughness, a high level of technical capacity, effective decision making, resourceful time management, and most importantly, a personable attitude with great communication.

What WE Need From YOU.

- ***Education & Experience***

- *Required*

- *2+ years as a Real Estate or Corporate Paralegal preferred*

- *Preferred*

- *Job experience in a fast-paced environment is even more impressive in applications.*

- ***Available Hours***

Your role at Knez will require you to work typical office hours — Monday to Friday, 8 a.m. to 5 p.m. with a 1 hour lunch break.

- ***Travel Time***

The most travelling you will do while working in this position is running quick errands. Besides that, most of your time will be spent at the office.

Come Join Our Team.

Think this job sounds like a perfect fit for you? We hope so too. Give yourself an opportunity to succeed in a company that prospers daily. Call 440-710-0711 or email ghall@knez.net for more information.