

## Legal Secretary (Real Estate)

Strategic HR Outsourcing Solutions (SOS HR) is a boutique RPO (Recruiting Process Outsourcing) firms specializing in all areas of Human Resources and Talent Acquisition/Recruiting. Our core expertise is in the area of HR Consulting, Staff Augmentation, Recruiting from A – Z, and Professional Services.

We attribute our record of growth to our thriving base of highly motivated, results-driven management team, employees, and consultant. If you have a positive attitude, strong work ethic, great customer service and the willingness to learn, then we want to talk to you!

We have a customer that has the below need for a perm position in Owings Mills, MD (Sorry.. no relocation provided)

### Overview

A well - established law firm is looking for a Legal Secretary (Real Estate) that is dependable, personable, and a professional to support one of the firm's real estate partners.

### Job Responsibilities

- Providing comprehensive secretarial support to an assigned Partner
- Prioritizing assignments and preparing detailed correspondence
- Efficiently proofreading and editing text for content and grammatical errors
- Facilitating timely processing, tracking, and delivery of clients bills; time and entry
- Interacting professionally with external contacts/clients
- Coordinating recording of documents in land records and SDAT
- Effective communication with clients and title abstractors
- Excellent computer skills, including using Excel

### Job Requirements

- High school required (some college preferred)
- 5 years Legal Secretary experience
- 3+ years legal real estate experience
- Advanced use of MS Word (including redlining, comparing documents, advanced formatting, creation and manipulation of data, and hyperlinks) as well as an ability to quickly learn other applications
- Computer skills a must.
- The ability to efficiently read and write in order to proof and edit correspondence, reports and tables for typographical errors
- Proficiency using Worksite/Filesite or other document management systems
- Exceptional interpersonal and communication skills necessary to convey and obtain information to various levels of internal and external clients
- Timely follow up and communication on the status of assigned projects with appropriate stakeholders
- Strong document production experience with the ability to compose, edit and proofread legal documents, correspondence and reports
- Must be dependable, personable, and well – spoken
- Must have a professional appearance.
- Ability to multi – task; Strong attention to detail; Good organizational skills
- Familiarity with real estate recording process in Maryland

### Benefits

Free parking, 401(k), generous leave and other benefits

*Our customer and we are an EEO/Affirmative Action Employer that understands the value of diversity and its impact on a high performance culture.*