

Job Description



Job Title: Paralegal

Reporting To: Chief Legal & Compliance Officer

Job Function: Legal

Job Location: Cleveland, Ohio

Summary:

The Paralegal will be responsible for various projects within the Legal team relating to all corporate legal matters. This role will leverage both traditional legal expertise and emerging and existing technologies to improve efficiency, accuracy, and consistency across legal workflows. The ideal candidate will be detail-oriented, have exceptional organizational skills, and possess a strong understanding of corporate legal concepts and how they relate to real estate transactions. The Paralegal will be a member of the Legal team and will work closely with members of various other teams. This is a full-time, non-exempt opportunity eligible for overtime.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the U.S. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. The successful candidate will: be smart, curious, driven and business-minded; enjoy working in an entrepreneurial environment; thrive in a fast-paced work environment; be willing to roll up their sleeves to get the job done; not be afraid to ask questions; and be comfortable assisting on a variety of legal matters.

Essential Corporate Duties and Responsibilities (80%):

- Assist with recordkeeping of various legal documentation for financing and corporate transactions, corporate governance matters, and other legal needs, utilizing technological tools, including AI where appropriate, to draft, review, and validate documents prior to final legal review.
- Obtain recorded documentation from various governmental offices (i.e., Secretaries of State and county recorders), leveraging (where applicable) good business process, automation and AI tools to track and meet deadlines.
- Draft and file corporate (primarily LLC) formation and dissolution documentation, obtain EINs from the IRS, oversee the filings of annual reports, and monitor renewals of fictitious names.
- Play a primary role in corporate entity management and ensure accuracy and completeness of virtual corporate record books, including document storage/organization and linking, version control, and compliance checks.
- Support annual compliance training efforts, including preparation and distribution of employee questionnaires and preparing draft versions of regulatory filings.
- Assist in assembling data and preparing drafts of SEC and blue sky filings.
- Oversee recordkeeping for all commercial agreements, including linking documents and vendors between databases. Prepare summaries of legal agreements for Legal, Tax, and Real Estate teams, leveraging software tools to extract key terms, risks, and obligations while applying independent judgment to final outputs.
- Draft and assist with corporate documentation (written consents, resolutions, LLC operating agreement amendments).
- Manage relationships with third-party service providers for entity management and compliance services, including evaluating technology-enabled solutions.
- Ability to work non-business hours, when necessary, particularly in Q4.

Preferred Real Estate Duties and Responsibilities (20%):

- Work with attorneys, outside counsel, lenders, title companies, escrow agents, and surveyors to facilitate real estate and financing transactions, using AI tools to support due diligence tracking and issue identification.

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- Assist with drafting and reviewing real estate and loan documentation (leases, purchase agreements, deeds, easements, use restriction agreements), utilizing AI-assisted document review while ensuring human oversight and legal accuracy.
- Analyze lease, loan, and transactional documents as requested, including AI-supported comparison, abstraction, and risk flagging.
- Perform title, survey, UCC, and tax lien reviews, using AI-enabled research tools to improve speed and consistency of findings.

Education / Experience:

- 5+ years of experience as a Paralegal, with experience in both corporate and real estate law.
- Bachelor's degree in business or equivalent experience preferred.
- Paralegal certification preferred.

Knowledge Skills & Abilities:

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Exercise discretion and independent judgment.
- Strong initiative along with a willingness to jump in and solve problems.
- Experience performing legal and factual research using various databases and online resources.
- Self-directed and able to work well with individuals at all levels of the organization.
- Function as a good liaison with all other functional areas of company.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Able to manage and hold accountable third-party vendors.
- Exercise sound judgment.
- Prioritize and balance workload to meet deadlines.
- Willingness to ask questions to try to gain a "big picture" understanding of project work.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams) and Adobe Acrobat.
- Experience with document management software and procedures.
- Ability to leverage AI platforms (ChatGPT, Copilot, etc.) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.
- Expert ability with online research.
- Ability to learn new software.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.