



HENSON EFRON

Position: Associate – Real Estate

Position Type: Full Time / Non-exempt

Work Location: Minneapolis, MN

Seeking

A highly motivated, client focused attorney aspiring to build a career in transactional real estate with training and mentoring from experienced attorneys.

Summary

Real Estate associates at Henson Efron work closely with and have the opportunity to learn from some of the most highly rated real estate and corporate attorneys in Minnesota. The individual in this position will have a high-level of client interaction and will team with our experienced attorneys and staff to deliver excellence to our clients. This role requires a detail-oriented person who is a self-starter with excellent communication skills, both written and oral, and a professional demeanor. Also required are strong organization and problem-solving skills, the ability to set and manage priorities, and meet deadlines.

Essential Duties and Responsibilities

- Preparing and negotiating commercial leases for both landlords and tenants.
- Preparing and negotiating commercial and residential purchase and sale agreements and related documents for both buyers and sellers.
- Analyzing and negotiating real estate loan and financing documents.
- Reviewing and analyzing surveys, title commitments, and environmental reports.
- Performing due diligence in legal matters concerning real estate and environmental matters.
- Preparing various real estate closing documents.
- Drafting easements.
- Ability to manage real estate matters with both Abstract and Torrens property.
- Analyzing and negotiating construction and AIA contracts.

Minimum Requirements

- Exceptional written and oral communication skills.
- Strong analytical, decision-making, problem-solving and organization skills.
- Ability to effectively handle multiple projects.
- Ability to develop and implement legal strategies.
- Ability to interface directly with attorneys and clients.
- Demonstrate an ability to work independently and productively.
- Strong interpersonal skills.

Confidentiality Requirements

- This position may require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.

Minimum Education and Experience

- Minimum one year's experience in a wide range of transactional real estate law with a firm or as in-house counsel.
- Juris Doctorate degree from an accredited law school with strong academic credentials.
- Licensed to practice in MN and bar membership in good standing.

Preferred Experience

- 2-4 years' experience with diverse, commercial real estate transactions; including drafting lease agreements and amendments, negotiations, assumption agreements, easements, landlord/tenant disputes, etc.

Work Environment and Physical Demands

- Flexible work environment.
- Ability to work overtime to meet position responsibilities and deadlines.
- Ability to work between core office hours of 8:00 am to 5:30 pm Monday – Friday.
- While performing the duties of this job, the employee is required to sit or stand for extended periods of time, occasionally move, reach, bend, kneel, crouch or crawl. Ability to lift up to 25 lbs. and occasionally up to 50 lbs.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.