

## Paralegal, Asset Management

Gator Development Corporation is currently seeking a Paralegal to join its Asset Management team on site five (5) days a week. This firm features a diverse portfolio of commercial developments including retail, office, and industrial properties located across the United States & Puerto Rico.

### Who We Are:

Gator Development Corporation is a privately held investment firm with a diverse portfolio of commercial real estate, including retail, residential, office, and industrial properties across the United States. We specialize in the ownership, development, management, and leasing of income-producing properties, managing 204 properties in 22 states and Puerto Rico.

### Job Duties:

- Review and draft routine legal documents and assisting with initial drafting of form leases, tracking key lease terms, and compliance
- Establish and organize files
- Facilitate the meeting of attorney deadlines, keeping organized schedules, and providing timely reminders
- Prepare abstracts of legal agreements and ensuring entry into appropriate database for tracking
- Work directly with tenants and their agents to ensure insurance records are on file and updated
- Perform general clerical duties (photocopying, mailing, filing, etc.)
- Work closely with attorneys to resolve a variety of day-to-day issues and support a broad range of commercial real estate transactions and projects.

### Requirements:

- 0-3 years' experience as a paralegal in a legal or corporate office setting
- Paralegal certificate or degree (FRP a plus)
- Able to work under tight deadlines, handle multiple, detailed tasks simultaneously and prioritize appropriately
- Demonstrated proficiency with Microsoft Office applications including Word, Excel, PowerPoint, Adobe Acrobat and Outlook; ability and aptitude to learn other software applications

- Excellent analytical and communication skills, both written and verbal
- Works well under pressure, team player, comfortable interacting with senior management and able to serve as liaison
- Exceptional organizational skills with ability to manage computer files and paper
- Capable of adapting to changing situations, demonstrating flexibility in juggling priorities

Compensation: \$28.85 - \$31.25 per hour (based on experience)

#### Benefits

- Comprehensive benefits package, including health, vision, dental insurance, and FSA (Flexible Spending Account).
- Employer-paid life and disability insurance.
- Employer matching 401k.

If interested please forward your resume to: Amanda Santiago, HR,  
amsantiago@gatorinv.com



**JOIN  
OUR  
TEAM**



## **Paralegal, Asset Management Qualification**

- 0-3 years' experience in a legal or corporate office
- Paralegal certificate or degree (FRP preferred)
- Ability to manage tight deadlines, multitask, and prioritize effectively
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat; quick to learn new software
- Strong written and verbal communication skills
- Works well under pressure, a team player, and comfortable interacting with senior management
- Exceptional organizational skills for managing digital and physical files
- Flexible and adaptable to changing priorities



**Send your resume to:**

[amsantiago@gatorinv.com](mailto:amsantiago@gatorinv.com)