

MGM LAW
Job Profile: New Associate
Practice Group: Transactional

Summary Description

This position has responsibility for 1) new corporation formation; 2) document drafting and review for contractual and real estate development issues; and 3) overseeing and conducting residential and commercial loan closings.

Duties & Responsibilities

- Formation of new corporate entities
- Formation of condominium and homeowner associations
- Conduct real estate and other loan closings
- Document review and client consultation re: contract, lease and restrictive covenants
- Draft letters, contracts, leases and restrictive covenants and other agreements
- Research legal issues
- Conduct other corporate transactions including mergers, acquisitions and sales
- Management of legal assistants working on transactional files
- Client satisfaction and retention
- Development of networking skills

Accountabilities

- Exceptional work product
- Timely end product
- Ongoing and timely communication to client
- Ongoing and timely communication to supervisor
- Meet billable hour goals
- Client development

Training & Support Provided By Firm

- Guidance on how to proceed on specific legal tasks
- Working on files together with more senior level attorney oversight so new attorney can develop work experience and client interaction skills
- CLE courses
- Networking skills development