

AEW CAREER OPPORTUNITY

Legal Assistant

Legal & Compliance

LOCATION: BOSTON

Main Purpose of the Role

The Legal Assistant will support AEW's four in-house attorneys and its in-house paralegal in all aspects of their duties. Key responsibilities relate to the company's real estate private equity and institutional investment platform, including investor onboarding and fund formation processes, various transactional and commercial contract matters and the regulatory requirements of our SEC-registered US investment adviser and globally regulated subsidiaries.

Key Responsibilities

- Participate as a team member and support attorneys and the paralegal in the Legal & Compliance group;
- Support with fund formation and investor onboarding, including maintenance of various investor trackers, coordination with outside and internal counsel on subscription document review, finalization, and obtaining signatures, coordination with compliance team members as needed on required KYC/AML processes and coordination of internal stakeholders in connection with periodic offering memorandum updates;
- Assist attorneys with various other transactional and contract matters across the firm, including tracking and obtaining signatures and compiling and distributing various transaction documents and contracts;
- Take an active role in development of new department processes and policies;
- Responsibility for file management and organization, including developing and enforcing file naming conventions;
- Assist attorneys with coordination of litigation, service of process and related insurance claim matters handled by outside counsel;
- Provide support to attorneys and the paralegal in preparation and tracking of regulatory filings and other requirements, including monitoring related due dates;
- Preparation, proofreading and/or revising of certain documents and written communications under attorney supervision (including certain legal documents and structure charts); and
- Perform additional administrative and/or clerical tasks as assigned, such as coordinating schedules, processing invoices and/or assisting in developing and implementing best practices.

Skills & Competencies

- Bachelor's degree preferred

AEW Capital Management is an equal opportunity employer.

AEW CAREER OPPORTUNITY

- Prior experience in a law firm or in-house legal department is preferred, and prior transactional or regulatory experience is a plus
- Ability to work independently, but knows when to seek input from team
- Ability to multi-task to keep various initiatives moving forward
- Strong attention to detail
- Excellent organizational, computer and documentation skills and an ability to prioritize effectively
- Proficient in MS-Word, Excel, PowerPoint, Outlook, and related software
- Authorized Notary Public in Massachusetts a plus

To apply for this position please e-mail your resume to Jobs@aw.com