

Advaitaa Infra – Job Description

Paralegal Assistant

Company: Advaitaa Infra

Location: Corporate Office – Hyderabad

Department: Legal & Compliance

Reports To: Paralegal Manager / Legal Advisor

Employment Type: Full-time

1. Position Overview

The **Paralegal Assistant** provides comprehensive legal and administrative support to Advaitaa Infra's Legal & Compliance Department. This role involves preparing and organizing legal documents, supporting due diligence activities, coordinating regulatory compliance, and liaising with external legal counsel, government authorities, and project stakeholders. Ideal for detail-oriented professionals with strong interest in real estate law, land documentation, and infrastructure project compliance seeking growth opportunities in a dynamic development company.

2. Key Responsibilities

A. Legal Documentation and Drafting Support

- Assist in preparing, reviewing, and organizing critical legal documents including MoUs, Sale Deeds, JDAs, Development Agreements, Power of Attorneys, and lease agreements.
- Support title verification and due diligence processes for land acquisitions and JV partnerships.
- Maintain systematic physical and digital filing of all legal, compliance, and project documentation.
- Coordinate stamping, registration, and notarization of documents with appropriate authorities.
- Assist in document standardization and template development for recurring agreements.

B. Regulatory Compliance and Government Coordination

- Support submission of legal and project documents to HMDA, RERA, Municipality, and Revenue Departments for necessary approvals.
- Follow up with government liaison officers on document status, compliance queries, and approval timelines.
- Maintain comprehensive compliance checklists and track renewal dates for licenses, approvals, and critical agreements.
- Ensure adherence to RERA regulations, GST compliance requirements, and local statutory obligations.
- Prepare compliance reports and status updates for management review.

C. Due Diligence and Project Support

- Assist in title verification, boundary surveys, and property ownership documentation reviews.
- Support environmental and legal compliance assessments for new projects.
- Coordinate with architects, engineers, and project teams on legal requirements for project approvals.
- Assist in preparing land acquisition documentation and feasibility study legal components.
- Maintain project-wise legal documentation tracking and status reporting.

D. Communication and Record Management

- Handle correspondence between legal advisors, external consultants, landowners, and internal departments.
- Prepare document summaries, legal status reports, and compliance update documents.
- Organize and maintain files for audits, investment reviews, investor due diligence, and funding documentation.
- Maintain confidential records with secure storage and proper access controls.
- Create and update legal document registers and compliance matrices.

E. Administrative and Office Support

- Schedule meetings, manage appointments, and coordinate logistics for the Legal & Compliance Department.
- Assist with document movement between corporate office, registrar offices, and legal chambers.
- Support team during land registrations, document filings, and site-level legal verifications.

- Maintain office supplies, reference materials, and legal reference databases.
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3. Required Skills and Competencies

- **Legal Knowledge:** Solid understanding of real estate laws, property registration procedures, title documentation, and Telangana property regulations.
 - **Documentation Management:** Excellent organizational skills with proficiency in document management systems, filing protocols, and record-keeping.
 - **Technical Proficiency:** Proficiency in MS Office (Word, Excel, PowerPoint), document scanning systems, PDF editing, and basic database management.
 - **Communication:** Strong written and verbal communication skills; ability to prepare clear legal summaries and coordinate with diverse stakeholders.
 - **Regulatory Awareness:** Understanding of RERA regulations, HMDA requirements, GST implications, and stamp duty procedures.
 - **Attention to Detail:** Meticulous approach to document accuracy, compliance verification, and deadline management.
 - **Confidentiality and Integrity:** Demonstrated commitment to maintaining confidentiality of sensitive legal and business information.
 - **Adaptability:** Flexible and responsive to changing legal requirements and organizational priorities.
 - **Language Skills:** Fluency in English; proficiency in Telugu and Hindi preferred for government coordination.
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4. Qualifications and Experience

- **Education:** Bachelor of Laws (LL.B), Bachelor of Commerce/Arts with Paralegal Diploma or Certification in Legal Documentation, or equivalent qualification.
 - **Experience:** 1–4 years in legal documentation, property registration, compliance support, or related roles; prior experience in real estate, infrastructure, or construction companies preferred.
 - **Preferred Qualifications:** Familiarity with Hyderabad or Telangana property registration procedures; RERA certification or training; exposure to JDA/JV documentation; knowledge of real estate project timelines.
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5. Work Conditions and Career Growth

- **Work Schedule:** Monday to Saturday (2nd and 4th Saturday Half days).
- **Location:** Corporate Office, Hyderabad; occasional travel to registrar offices, project sites, or government departments.

- **Work Environment:** Professional office environment requiring precision, attention to detail, and compliance focus.
 - **Career Progression:** Clear pathway to **Senior Paralegal Assistant, Paralegal Executive, or Paralegal Manager** within 3–5 years based on performance, expertise development, and demonstrated legal acumen.
 - **Professional Development:** Opportunity to specialize in real estate legal management, land documentation, project compliance, or investor due diligence as the company expands.
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6. Compensation and Benefits

- **CTC Range:** As per industry norms (negotiable based on experience and qualifications).
 - **Performance Incentives:** Linked to documentation accuracy, timely compliance completion, and efficiency in legal support.
 - **Additional Benefits:** Performance bonuses, professional certification support, health insurance, and other benefits as per company policy.
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7. Personal Attributes and Personality Profile

- Responsible and disciplined with proactive approach to deadline management and task completion.
 - Detail-oriented with commitment to accuracy and quality in all documentation work.
 - Trustworthy and discreet with demonstrated ability to handle sensitive legal and business information.
 - Collaborative team player with willingness to learn, take ownership, and contribute to department goals.
 - Professional and courteous in all internal and external communications.
 - Self-motivated with initiative to improve processes and develop expertise in real estate legal matters.
 - Adaptable and flexible in responding to urgent documentation needs and changing priorities.
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8. Core Values Alignment

Every team member at Advaitaa Infra must embody:

- **Integrity** – Ethical conduct in all legal matters, confidentiality of sensitive information, and honest representation of project status and legal positions.

- **Commitment** – Dedication to accuracy in documentation, timely compliance completion, and supporting high-quality legal and regulatory standards.
- **Growth** – Continuous learning in real estate law, proactive contribution to improving legal processes, and professional development within the legal field.