

Advaithaa Infra – Job Description

Paralegal Manager

Company: Advaithaa Infra

Location: Corporate Office – Hyderabad

Department: Legal & Compliance

Reports To: Managing Director / Legal Advisor

Employment Type: Full-time

1. Position Overview

The **Paralegal Manager** serves as a critical bridge between Advaithaa Infra's legal, technical, and operational teams. This role oversees all documentation, compliance management, and regulatory coordination for land acquisitions, joint ventures, and project approvals. The Paralegal Manager ensures projects remain legally compliant, properly documented, and strategically structured throughout planning and execution phases. This position requires deep expertise in real estate law, strong organizational leadership, and ability to manage complex documentation across multiple concurrent projects.

2. Key Responsibilities

A. Legal Documentation and Coordination

- Prepare, review, and manage critical legal documents including MoUs, JDAs, Power of Attorneys, Sale Agreements, Lease Agreements, and Registration papers.
- Coordinate with external advocates, legal advisors, and landowners for comprehensive documentation and title verification.
- Maintain tracking of all legal contracts to ensure timely execution, renewal, and completion.
- Support due diligence processes including title flow verification, encumbrance checks, and ownership documentation review.
- Develop and standardize legal document templates for recurring agreements and JV structures.
- Ensure proper execution, stamping, and notarization of all agreements.

B. Regulatory Compliance and Government Liaison

- Ensure strict adherence to HMDA, RERA, Municipality, Revenue Department, and other statutory regulations across all projects.
- Coordinate submission of required legal documents with government liaison officers during project approval stages.
- Maintain comprehensive compliance trackers for project licenses, sanctions, clearances, and statutory filings.
- Monitor regulatory changes and advise management on implications for ongoing projects.
- Prepare compliance reports and status updates for management and board reviews.
- Ensure GST compliance and stamp duty optimization for all transactions.

C. Documentation Management and Record-Keeping

- Develop and maintain centralized repository of legal, title, JV, and compliance documents in secure physical and digital formats.
- Implement document management systems and filing protocols for easy retrieval and audit compliance.
- Prepare comprehensive legal summaries, document briefs, and status reports for management decision-making.
- Organize and maintain confidential files for audits, investor due diligence, and banking/funding documentation.
- Create and update legal registers, compliance matrices, and document tracking databases.
- Ensure confidentiality and secure handling of sensitive legal and business information.

D. Joint Venture and Land Acquisition Support

- Lead drafting and vetting of Joint Development Agreements, Development Rights Transfers, and Lease Agreements.
- Coordinate with technical and planning teams on land survey verification and boundary mapping.
- Maintain ongoing communication with landowners, legal consultants, and external counsel during registration and execution.
- Assess legal risks and provide recommendations for JV structuring and deal optimization.
- Support business development team in legal due diligence and feasibility assessment.

E. Team Management and Department Coordination

- Lead and mentor Paralegal Assistants and support staff in legal documentation and compliance activities.
- Delegate documentation tasks and ensure timely, accurate completion with quality control.
- Collaborate with Finance, Design, and Business Development departments on legal and regulatory alignment.
- Support management in preparing legal documentation for banking relationships, investor presentations, and audit purposes.
- Provide legal guidance to project teams on compliance and documentation requirements.

F. Strategic Legal Planning and Risk Management

- Identify potential legal risks in projects and recommend mitigation strategies.
 - Monitor real estate regulatory changes and assess impact on company operations.
 - Contribute to legal strategy discussions and contract negotiation approaches.
 - Maintain updated knowledge of RERA amendments, HMDA regulations, and local property laws.
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3. Required Skills and Competencies

- **Real Estate Legal Expertise:** Deep understanding of property laws, title verification procedures, RERA regulations, JDA/JV structures, and Telangana property registration requirements.
- **Legal Drafting and Analysis:** Proficiency in legal document drafting, contract interpretation, and ability to identify legal risks and implications.
- **Regulatory Knowledge:** Comprehensive understanding of HMDA, RERA, GST, stamp duty, and local statutory compliance requirements.
- **Documentation Management:** Expert-level proficiency in document management systems, file organization, and record-keeping protocols.
- **Project Management:** Ability to manage multiple concurrent projects with complex documentation requirements; strong timeline and deadline management.
- **Team Leadership:** Capability to lead, mentor, and guide paralegal staff; ability to delegate and ensure quality work completion.
- **Communication:** Excellent written and verbal communication skills; ability to explain complex legal concepts to non-legal stakeholders.
- **Technical Proficiency:** Advanced proficiency in MS Office (Word, Excel, PowerPoint), document management software, and legal databases.

- **Relationship Management:** Strong interpersonal skills to work effectively with advocates, landowners, government officials, and internal teams.
 - **Attention to Detail:** Meticulous approach to accuracy, compliance verification, and deadline adherence.
 - **Confidentiality and Integrity:** Unwavering commitment to maintaining confidentiality of sensitive legal and business information.
 - **Language Skills:** Fluency in English; proficiency in Telugu and Hindi essential for government coordination and stakeholder engagement.
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4. Qualifications and Experience

- **Education:** Bachelor of Laws (LL.B) with minimum 8–12 years in real estate legal documentation and compliance; Master of Laws (LL.M) in Real Estate Law or Advanced Paralegal Certification highly preferred.
 - **Experience:** Minimum 8–12 years in:
 - Real estate legal documentation and land acquisition
 - JDA/JV agreement drafting and management
 - Project compliance and regulatory coordination
 - Title verification and due diligence processes
 - Experience with developers or infrastructure companies essential
 - **Preferred Qualifications:** RERA certification or training; familiarity with Hyderabad/Telangana property registration procedures; experience managing legal teams; knowledge of real estate project timelines and workflows.
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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 setting requiring precision, compliance focus, and ability to manage high-pressure documentation deadlines.
 - **Travel:** Estimated 10–15% for site visits, government coordination, and registrations.
 - **Career Progression:** Clear pathway to **Head – Legal & Compliance, General Counsel, or Legal Director** roles as company portfolio expands across regions.
 - **Professional Development:** Leadership training, advanced legal certifications, and opportunities to specialize in real estate legal strategy and investor relations.
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6. Compensation and Benefits

- **CTC Range:** As per industry norms (negotiable based on experience and qualifications).
 - **Performance Incentives:** Linked to successful project documentation completion, timely regulatory approvals, zero compliance violations, and efficient team management.
 - **Additional Benefits:** Performance bonuses, professional development support, legal certification reimbursement, health insurance, and benefits as per company policy.
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7. Personal Attributes and Personality Profile

- Detail-oriented and methodical with unwavering commitment to accuracy and quality in all documentation.
 - Capable of managing pressure and multitasking across complex, concurrent project files and legal matters.
 - Strong interpersonal skills with ability to communicate effectively with advocates, landowners, government officials, and senior management.
 - Leadership qualities with ability to mentor, motivate, and guide paralegal team members.
 - Trustworthy and discreet with absolute commitment to confidentiality and professional standards.
 - Proactive and solution-oriented with ability to anticipate legal risks and recommend mitigation strategies.
 - Disciplined and organized with strong self-management and deadline adherence.
 - Strategic thinker with interest in real estate business dynamics and legal implications for company growth.
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8. Core Values Alignment

Every team member at Advaithaa Infra must embody:

- **Integrity** – Ethical conduct in all legal matters, complete confidentiality of sensitive information, and honest assessment of legal positions and risks.
- **Compliance Excellence** – Unwavering commitment to regulatory adherence, legal accuracy, and zero-tolerance approach to compliance violations.
- **Strategic Partnership** – Proactive support to business and operational teams, providing legal insights that enable informed decision-making and sustainable growth.