

# Full-Time Paralegal

## BOSTON

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Busy, four-attorney real estate and estate planning law firm located in the Back-Bay neighborhood of Boston is seeking to add a full time paralegal. Job duties include but are not limited to: Handling all aspects of residential conveyancing including opening files, ordering title examinations, plot plans, MLCs and payoffs, preparation of closing documents, coordination of closings, handling post-closing matters, interaction with attorneys, brokers, staff and clients, answering incoming calls, composing professional memos, letters and emails, maintaining files and filing system, providing back up support to other office professionals as part of a team.

Candidate should be familiar with all aspects of electronic filing, title insurance, residential real estate agreements, and other business correspondence with minimal guidance and review. Must be a self-starter, detail oriented, able to multitask under tight time deadlines. In addition, a working knowledge of Streamline is an excellent addition.

Candidates should have at least two years' experience as an administrative assistant and/or real estate paralegal. College degree and/or certificate program preferred but not required. Compensation is competitive and based upon experience.

Please respond to [info@warshawlaw.com](mailto:info@warshawlaw.com)