

Commonwealth Land Title Insurance Company – National Commercial Services

Position: Commercial Services Paralegal

PURPOSE:

Commonwealth Land Title Insurance Company is looking for a paralegal to join its National Commercial Services office in Boston, Massachusetts. The successful candidate will work closely with one of our commercial underwriting attorneys to help manage and organize pre- and post-closing tasks. Must be motivated, professional and organized individual who can multi-task, work independently, problem solve and meet deadlines in a fast-paced environment. The position requires a strong work ethic, attention to detail, excellent verbal and written communication skills and ability to work well with others.

DUTIES AND RESPONSIBILITIES:

- Review purchase and sale agreements to determine key dates.
- Order title examinations and Municipal Lien Certificates when new local orders are received.
- Order title insurance commitments and pro forma policies from our network of local offices around the country for transactions outside of Massachusetts.
- Revise title insurance commitments and pro forma policies as directed by underwriting attorney.
- Maintain joint calendar with underwriting attorney to track status of title insurance commitments, pro forma policies, and closings.
- Assist with escrow functions, such as obtaining wire instructions for disbursements at closing, requesting and sending checks, etc.
- Prepare and send recording packages to local Registries of Deeds.
- Send closing documents to parties to the transaction post-closing.
- Track receipt of mortgage discharges post-closing.
- Track accounts receivable and follow up with customers for payment of invoices as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understanding of basic real estate law.
- Understanding of real estate closing procedures.
- Familiarity with basic accounting practices.
- Proficient in the Microsoft suite of software.
- Ability and willingness to learn new concepts and procedures.
- Ability to work well under pressure and meet tight deadlines.
- Good sense of humor and works well in a team environment.

EDUCATION, EXPERIENCE, AND LICENSING

- College degree or paralegal studies, or a paralegal certificate is required.

Qualified candidates should submit their resume to NCSposting@fnf.com.