



PARALEGAL JOB POSTING

Immediate opening for an experienced residential and/or commercial real estate paralegal interested in joining a well-respected and growing law practice. Candidates must have between 3 to 5 years previous experience in a law firm or bank setting, as well as hands-on experience handling title searches, preparing Closing Disclosures, preparing loan closing packages, familiarity with title insurance policies and knowledge of the loan closing process for both refinance and purchase transactions.

The ideal candidate will be a self-starter and familiar with Qualia real estate closing software or other similar systems. The candidate will become a part of a busy law firm and join a team of established paralegals. It is a full-time position that promises to be busy, fulfilling and even fun. Our legal staff is down-to-earth and very accomplished. We are looking for smart, imaginative and hard-working people with diverse backgrounds, experiences and ideas to join us immediately.

ESSENTIAL DUTIES

- Consistent, on-time daily schedule from 9AM-5PM, with flexibility when necessary,
- Working understanding of the legal terminology specific to the real estate practice group,
- Demonstrates proficiency in Microsoft Office applications, WORD and Qualia, the real estate closing software,
- Openness to continued training in processes specific to this law firm and its real estate practice group,
- Displays the ability to express himself/herself clearly using proper grammar and appropriate vocabulary,
- Possesses excellent verbal and written communication skills,
- High attention to detail and the ability to follow up on assignments,
- Positive, flexible and a committed attitude,
- Ability and time management skills to work independently and meet deadlines in an atmosphere of frequent interruptions, as is typical for a busy law firm,
- Critical thinking skills sufficient to make decisions regarding the daily workload.
- Organize and prioritize own workload, with flexibility,
- Understand and follow specific and detailed instructions in oral and written form.
- Superior interpersonal skills; and
- Superior ability to exercise thoughtful judgment and discretion in a sometimes-high-pressure environment.

ABOUT US

- We offer a friendly and supportive office environment with focus on work/life balance and team effort.
- We offer a competitive salary, vacation benefits, an annual holiday schedule, a 401(k) plan with company match, as well as health and dental insurance.
- We are located on the Northshore, conveniently off Routes 95, and 1 north of Boston.

Please respond with your resume, salary expectations and cover letter to:

florio@dlgclosing.com