

Full-time Real Estate Legal Assistant or Paralegal

NEWTON

Longstanding and reputable general practice law firm located in Newton, MA seeking experienced real estate legal assistant or paralegal to support busy real estate practice group. Qualified candidates should have minimum of 2-3 years' experience with demonstrable knowledge of residential real estate conveyancing process. Knowledge and experience of e-Closing software is a plus. We offer friendly and family-oriented work atmosphere; many of our employees have been with us for numerous years. We offer competitive salary, which is commensurate with experience, fringe benefits package with emphasis on work-life balance.

Job Type: Full-time

COVID-19 Considerations:

All employees are required to wear a mask and social distance.

To apply, please send a cover letter and résumé to:

Melissa Hickey
mhickey@rfl-law.com