

Full-time Real Estate Paralegal

AUBURN

We are seeking an experienced real estate paralegal to join our team to fill a full-time position. Must know how to handle processing a closing file from start to finish, including preparing title commitments, lender closing packages, CDs, and addressing post-closing matters, all while maintaining client relations.

Position requires: Proficiency with E-Closing software, willingness to learn, as well as share knowledge and experience, and excellent communication skills. This is an on-site position and salary shall be commensurate with experience.

Please send resumes to:

meghan@rocheandwrenn.com