

# Full-time Real Estate Paralegal

Thompson Law Group, P.C.  
& Home Key Title & Closing, Inc.  
Westborough

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Thompson Law Group, PC & Home Key Title & Closing, Inc. seeks a full-time\* experienced real estate paralegal. Duties include:

- Preparing CD and closing documents. Coordinating closing;
- Communication with clients; and,
- Assisting attorneys in other clerical tasks.

Qualified candidates must have at least three years experience, be able to multi-task, and have a friendly and professional phone demeanor, as well as strong organizational, proof-reading and grammar skills. Salary commensurate with experience.

*\*Looking for full-time but would consider part-time if the candidate met the above-criteria.*

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

**Debra Thompson**  
**[dthompson@homekeytitle.com](mailto:dthompson@homekeytitle.com)**