



Kathryn L. Bean, Esq.
Randall Collette, Esq., Associate

Employment Opportunity!!!

We are seeking an experienced Real Estate/Estate Planning Paralegal/Assistant to become a part of our fast-paced friendly team!

Responsibilities:

- Independently Prepare residential real estate closing files from opening to closing
- Communicate (by telephone and email) with buyers, sellers, lenders, realtors
- Obtain adjustments, payoffs, invoices, bills, and other incidental items in preparation of closings
- Prepare Title Commitments, Closing Docs, Closing Disclosures, HUDs, Deeds, Notes, Mortgages, Affidavits, Purchase and Sale Agreement and other incidental items

Qualifications:

- Familiarity with Title Standards and conveyancing concepts
- Must have experience with closing software
- Familiarity with Probate Court forms and basic wills, power of attorney and health care proxy
- Familiarity with Registry of Deeds website, trial court dockets and MAefile
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Deadline and detail oriented
- Proficiency with outlook, Microsoft Word, Excel, Adobe
- Must be a valid notary

REQUIRED: ONE YEAR EXPERIENCE IN THE REAL ESTATE INDUSTRY AND PROFICIENT IN USE OF CLOSING SOFTWARE.

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

kathryn@capelawyer.net