

# Marino & Marino, P.C.

Winchester, MA

## Real Estate Attorney-Associate (in person)

Busy real estate law firm seeks candidates for full-time position.

Applicants must be in good standing with the Massachusetts Bar, have a current Massachusetts Notary commission, and have at least two (2) years of conveyancing experience. A strong Title background is preferred. Additional responsibilities include assisting the firm's senior attorney with conveyancing and other legal work (paralegal support staff provided). Candidates must also have reliable transportation and must work well in a fast-paced environment.

Job includes but is not limited to:

- drafting and negotiating purchase and sale agreements
- review of title abstracts
- reviewing condominium documents
- curing title defects and trust review
- attending and conducting real estate closings (purchases, refinances, and seller representation)

Must have:

- 2-4 years Real Estate conveyancing experience.
- strong people skills
- knowledge in Real Estate software programs like Qualia
- strong computer skills (Microsoft based)
- understanding the entire closing procedure with NO or minimal instruction
- capable of problem solving
- be extremely detail oriented and organized
- highly effective communication skills and successfully be able to interact with lenders, real estate agents, mortgage brokers, and clients
- Experience with, condominium conversions and/or commercial transactions a plus
- Knowledge of other aspects of law including probate and estate planning a plus

The ideal candidate for this position is organized, enjoys dealing with people and is able to communicate effectively with individuals at all levels and thrives in a high-paced environment.

Salary commensurate with experience and based on ability to generate business. Benefits available.

Great opportunity for an Attorney with a book of business with referral fee for business generated!

Principals only. No Recruiters please. Do NOT contact us with unsolicited services or offers.

Job Type: Full-time

Benefits available:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off

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

**[gerard@marinolawyers.com](mailto:gerard@marinolawyers.com)**