

Paralegal – Real Estate Transactions

Position Overview

Friendly, small law firm is seeking an experienced **Real Estate Paralegal** to join our team and provide support throughout the full lifecycle of residential and commercial real estate transactions. The ideal candidate will have hands-on experience with real estate closings, strong organizational skills, excellent attention to detail, and the ability to manage multiple transactions in a fast-paced environment. We are willing to entertain flexibility in scheduling and days/hours.

This position will be responsible for assisting primarily with **pre-closing and post-closing matters**, utilizing real estate closing software, maintaining accurate transaction records, and performing light bookkeeping related to real estate transactions.

Responsibilities

- Assist attorneys and senior paralegal with residential and commercial real estate transactions from contract through closing and post-closing.
- Prepare, organize, and review documents and information required for real estate closings.
- Coordinate and track pre-closing requirements, including title, obtain payoffs, communicate with lender to assist with closing package preparation, municipal water/sewer final payments, and obtain other closing-related items.
- Communicate with clients, lenders, real estate agents, title companies, attorneys, and other parties involved in transactions.
- Enter, maintain, and update transaction information using **real estate closing software**.
- Assist with preparation and processing of closing statements, disbursements, checks, wires, and other closing-related financial matters.
- Handle post-closing processing, including recording, document tracking, file completion, and distribution of final documents.
- Maintain accurate and organized electronic and physical transaction files.
- Perform light bookkeeping and transaction-related accounting, including recording receipts and disbursements, reconciling transaction accounts, and maintaining accurate financial records.
- Monitor deadlines and follow up on outstanding items to ensure timely and successful closings.
- Assist with general administrative and paralegal duties as needed.
- Maintain confidentiality and exercise sound judgment when handling sensitive client and financial information.

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Qualifications

- Prior experience as a **paralegal or legal assistant in a real estate practice** is required.
- Experience with both **residential and commercial real estate transactions** strongly preferred.
- Working knowledge of the real estate closing process from contract through post-closing.
- Experience using **real estate closing or transaction management software**.
- Familiarity with closing statements, title matters, payoffs, recording requirements, and transaction disbursements.
- Basic bookkeeping or accounting experience, particularly related to real estate transactions.
- Excellent organizational skills and strong attention to detail.
- Ability to prioritize and manage multiple transactions and deadlines simultaneously.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office and standard office technology.
- Ability to work independently while also functioning effectively as part of a team.
- **Spanish-language proficiency is a plus**, as we serve a significant Spanish-speaking client base.

Ideal Candidate

The successful candidate is a detail-oriented, dependable, and proactive professional who understands the importance of accuracy and deadlines in real estate transactions. The ability to anticipate issues, communicate effectively with clients and transaction participants, and keep files and financial records organized is essential.

Real estate transaction experience, attention to detail, and a client-focused approach are key to success in this role.

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

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