

REAL ESTATE PARALEGAL

Westford

Perkins & Anctil, P.C., a law firm located in Westford, MA, is seeking an experienced real estate paralegal for a temporary position from approximately March 1, 2018 through August 31, 2018. We are looking for an individual who is committed to client satisfaction with a strong attention to detail. Desired qualifications include: Comprehensive understanding of residential mortgage loan closings, including preparing settlement statements, interacting with lenders, real estate agents, mortgage brokers, and clients. Ability to work independently a must. Minimum qualifications for successful candidates must include 5 years as a real estate paralegal; ability to prepare title commitments and policies; must possess knowledge of E-Closing software in addition to proficiency in other MS Office programs. We are a team-oriented firm and offer a highly competitive salary.

EEOC M/F/D/V

Please send cover letter (including salary expectations) and resume.

Location: 6 Lyberty Way, Suite 201, Westford, MA 01886

Or by email: To Robert Anctil, ranctil@perkinslawpc.com