

# REAL ESTATE CLOSING PARALEGAL

## Newburyport

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Law Office of Mark L. Janos, P.C. seeks to immediately fill a Real Estate Closing Paralegal position.

Required experience for this position includes:

- Settlement Statements and closing disclosures;
- RESPA and TRID guidelines;
- Pre-Closing (ordering payoffs, setting closings, gathering relevant information, etc.); and,
- Preparation of closing packages (familiarity with E Closing a plus) and Disbursements.

The position requires a detail-orientated, dependable, personable and organized employee who can handle the closing from the beginning of the transaction to the end.

**Please email your resume with qualifications and salary requirements to:**

**[Mark.Janos@janoslaw.com](mailto:Mark.Janos@janoslaw.com)**