

Administrative Assistant & Real Estate Paralegal Employment Opportunity

Boston

Small real estate and business law firm on the Waterfront in Boston is looking for a full or part-time paralegal to assist one attorney.

Job duties include but are not limited to: Handling all aspects of residential and commercial conveyancing including relocation procedures; opening files; ordering title examinations, plot plans, MLCs and payoffs; preparation of closing documents; coordination of closings; disbursement of funds; handling post-closing matters; interaction with attorneys, staff and clients; answering incoming calls; composing professional memos, letters and emails, maintaining files and filing system; providing back up support to other office professionals.

Candidate should be an excellent writer, be familiar with all aspects of social media, be familiar with agreements, and other correspondence with minimal guidance and review; have a “type A” personality and have at least two years’ experience working as an administrative assistant and/or real estate paralegal. In addition, the candidate should have an excellent working knowledge of SoftPro and Quick Books.

Candidate should have at least two years experience working as a real estate paralegal and an excellent working knowledge of SoftPro and Quick Books is required. Qualifications include college degree (preferred) and related experience; self-starter; superior organizational skills and ability to initiate efficient follow up; ability to prioritize duties and multitask; detail-oriented; able to follow directions and must possess high level of written and verbal skills including spelling and grammar.

All resumes and cover letters may be sent to:

jmi@iacoi-law.com