

# **Residential Real Estate Paralegal**

## ***Minimum 3 Years of Experience***

### **TOLDO LAW GROUP, P.C.**

#### **RAYNHAM**

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Toldo Law Group P.C. seeks applicants to join our growing firm and become an integral part of our fast-paced practice. We are located conveniently in Raynham, MA, off routes 24 and 44.

***Selection of a qualified candidate will be based on the candidate's ability of the following:***

- Minimum of 3 years residential real estate law office experience
- Ability to communicate effectively with clients, lending institutions, town officials, real estate agents, attorneys, etc. in completing the process of the real estate closing transaction.
- Answering and fielding of all incoming telephone calls.
- review, prioritization and drafting of tailored responses to all e mail communications.
- Proficiency in "E-Closing" title and escrow closing software, a plus.
- Proficiency with Microsoft Office, Word and Mac.
- Intermediate to expert knowledge of all components of a real estate transaction, including opening, processing, closing and post-closing items pertaining to a real estate closing file.
- Ability to multi-task, be well organized and detailed oriented, and be self-motivated.
- Ability to pass a background check, including criminal and credit.
- Notary public licensing a plus

**Benefits include:**

- Excellent hourly rate - commensurate with experience
- Paid vacation / sick / holidays
- Friendly, newly refurbished building and work environment.

**OUR GOAL:** Our goal is to have a candidate that will assist and become an integral team member in the daily transactions of a residential real estate office.

Job Type: Part-time to possible full-time

Education: Associate

Required work authorization: United States

**To apply, please send your cover letter and résumé to:**

**Andrew A. Toldo**  
[TLGPCapplicant@gmail.com](mailto:TLGPCapplicant@gmail.com)