

Full-time Real Estate Paralegal

WELLESLEY

Collegial office in Wellesley offering a full-time real estate paralegal position concentrating on commercial and residential real estate matters.

The position will be focused on preparing and drafting all closing documents in connection with commercial and residential real estate conveyances and refinances, drafting title policies, preparing settlement statements and closing disclosures pursuant to TRID, analyzing title issues and obtaining all title clearing documents, preparing and circulating closing packages, and administrative work in support of attorneys. Experience with Microsoft Office, including Excel, E-Closing software, and Quick Books required.

In addition to the foregoing, the position will include duties related to office management, organization of files and general administrative work in support of attorneys.

The ideal candidate will possess the following credentials and attributes:

- Hands-on experience working in a real estate conveyancing legal environment, including direct responsibility for drafting closing disclosures and complying with TRID
- Direct experience drafting title policies and resolving common title issues
- Experience with E-Closing Software (see www.e-closing.com)
- Ability and experience drafting closing documents, including deeds, mortgages, notes, certificates and affidavits
- Self-starter who is comfortable working in an entrepreneurial environment
- Ability to multi-task
- Excellent computer skills, including expertise with Microsoft Office and title software
- Experience addressing office management and organization issues in a law firm context.
- Experience with QuickBooks

If qualified and interested, please upload cover letter, resume and salary requirements. Email to Attorney David Giangrosso at david@glaw-llc.com – **No Phone Calls Please.**