

Full-time Residential Real Estate Paralegal

MILFORD

Dynamic, growing real estate law firm seeks a full-time residential real estate paralegal for its Milford location. Candidate must have ability to multi-task and have 3-5 years of significant real estate conveyancing experience in processing residential refinance and purchase real estate files. Commercial experience helpful but not required. Responsibilities will include, preparing title commitments, title clearing, CD preparation, scheduling, preparation of bank closing packages and post-closing issues. Candidate must also possess strong people skills, flexible schedule and an ability to communicate effectively and efficiently in a high-paced, high-energy environment with lenders, buyers, sellers and attorneys. Competitive salary and benefits package and 401K with employer matching.

Please reply to:

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