

# Commercial Real Estate Paralegal

## ANDOVER

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Fast growing law firm located in Andover, MA looking for a talented Commercial Real Estate Paralegal to join our team. Must have a minimum of 5+ years commercial real estate experience in a fast-paced, high volume office.

In this role, the ideal candidate will:

- Review title commitments and title exception documents
- Communicate with lenders and clients on all files in pipeline
- Draft closing documentation
- Review due diligence materials
- Prepare and reconcile closing adjustments and settlement statements
- Assist in solving issues that arise on files
- Prepare all closing documents and organize the closing process

Competencies:

- Excellent written and verbal communication skills
- Strong time managements skills being able to multitask and prioritize
- Work well in a team environment
- Proficient in MS Office

Job Type: Full-time

**Please send resume to Pam Remsen, *HR Director*, at:**

**[premsen@dfllp.com](mailto:premsen@dfllp.com)**