

Part-Time / Full-Time Residential Real Estate Paralegal

HAVERHILL

Small busy residential real estate law firm seeks candidates for immediate available position.

Applicants must have a minimum of 3-5 years experience with the following: HUD-1/CD preparation, title review, title clearing, client relations, closing scheduling and proficiency with closing software.

Must be able to manage closing files from start to completion, with knowledge of TRID guidelines. The candidate must be organized and detail oriented with a sense of urgency to meet critical timelines. The position will require significant client contact which will require an individual who possesses superior interpersonal skills.

Starting part-time, with future growth to full time position. Mother's hours candidates will also be considered.

Please email resume to:

attymrogers@gmail.com