

REAL ESTATE PARALEGAL POSITION

Small, busy, Melrose - General Practice law firm has an immediate opening for an experienced Real Estate Paralegal who can handle a residential real estate closing from P&S through post-closing. Job duties include: Draft P&S, Accept title order, order title docs, plot plan, MLC, enter all data into closing software (snapclose), correspond with buyers, sellers, banks, brokers, and lender, and title company, review title examinations, track and obtain discharges, prepare commitment, CD/HUD, all closing docs.

Experience and knowledge in Litigation, Estate Planning, Divorce and Family law, and Probate a plus.

Please call 781.606.9002 or email resume to jmartino@martinolawgroup.com.



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