

**Real Estate Paralegal**  
**Dionisi / O'Rourke, LLP**  
Sudbury, MA

**Seeking qualified candidate who meets the following requirements:**

Minimum of one (1) to two (2) years of experience with residential real estate closings, commercial experience a plus.

**Ideal Candidate should have the following experience:**

- Handling real estate files from receipt of title order through Preparation of TRID Closing Disclosure (CD) since 10/3/2015 and/or HUD-1 settlement statements;
- Proficient in E-Closings a plus;
- Ability to communicate effectively with lenders, buyers and sellers and foster and maintain close and professional working relationships with lenders and real estate brokers.

Please provide your experience in handling residential real estate closings for lenders, including preparation of TRID CD's and/or HUD 1 settlement statements; disbursement of proceeds of sale, and reconciliation of accounts; scheduling of closings and the responsibility of post-closing packages. Excellent communication skills a must. Candidate must be well organized, have the ability to multi-task and prioritize, and be detailed oriented.

Candidate would be joining experienced staff. Our office is located in the quaint downtown Sudbury Mill Village with shops, cafes, salons and free parking. Our firm has a professional office setting and we work as a team.

**Required experience:**

- Real Estate Paralegal for residential bank closings: 1- 2 years
- Bachelor's Degree is preferred. Research, analytical, relationship development and client confidentiality skills are key assets to this position.
- Local candidates only.

If interested, please forward your resume, references, and contact information to Cara Bradford, Esq at [cara@dionisorourkelaw.com](mailto:cara@dionisorourkelaw.com).

Dionisi / O'Rourke, LLP  
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