

Residential Real Estate Paralegal

NEWTON

Wilson, Marino & Bonnevie, PC, a respected family law and real estate law firm, is currently seeking a part-time (or full time) residential real estate paralegal to join our outstanding team.

Experience preferred. Job will include all aspects of the residential real estate closing process including preparation of HUD Settlements statements, Closing Disclosures and all closing documents. We are looking for a candidate who is highly organized, detail oriented, and able to successfully manage multiple priorities. Candidate must be able to work with a team as well as independently and be willing to work in a fast-paced environment. Comfort with technology as well as taking initiative to learn and use new technology is required. Experience with e-closings software is preferred.

We provide a friendly environment, competitive salary, flexible hours and for full-time applicants, health insurance, paid vacation, and 401k.

Kindly respond with a cover letter and resume to:

bonnevie@wmblawfirm.com