

Real Estate Paralegal

Hemenway & Barnes is seeking a motivated paralegal to provide support to all aspects of a varied and dynamic real estate transactional and land use practice in a congenial work environment.

Candidates must have strong organizational and drafting skills as well as initiative and ability to handle multiple assignments concurrently.

Candidates must have a bachelor's degree, formal paralegal education, a minimum of five years of experience as a real estate paralegal, and familiarity with all aspects of real estate related practice including: residential and commercial conveyancing and financing; drafting of transactional documents, including deeds, mortgages, and closing disclosures; ordering closing documents; zoning and municipal permit document review; researching titles and other real estate records; and preparation of Form 3ABC filings and property tax abatement applications.

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hr@hembar.com.