

Silveri + Wilson

HALCYON CLOSING + ESCROW

Real estate is our focus. Client service is our passion.

978.767.8540 P.
800.961.0439 F.



silveriwilson.com



152 Conant St, Suite 204
Beverly, MA 01915



REAL ESTATE PARALEGAL

Silveri + Wilson | Halcyon Closing + Escrow is a growing real estate law firm and regional closing, title and escrow company looking for positive and self-motivated team players to join our Beverly, Massachusetts office.

If you are looking for a company that will help you develop professionally and that values you and your ideas, you have found the right place. We provide work-life balance, a competitive salary, Harvard Pilgrim Health Insurance, Delta Dental, paid time off, and a retirement plan with employer matching.

To apply, submit your (a) resume, (b) salary requirements, and (c) a short cover letter. Salary is based on level of experience.

Learn more about us at <https://silveriwilson.com/about-us/careers/>

REQUIREMENTS:

- Minimum of two years as a residential real estate paralegal
- Ability to handle a file from beginning to end
- Excellent customer-relations skills
- Excellent computer skills and comfort with technology
- Strong organizational skills
- Meticulous attention to detail
- Ability to successfully multitask
- Ability to work independently with minimal oversight
- Knowledge of Qualia is a plus

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RESPONSIBILITIES:

- Preparing all real estate closing paperwork
- Drafting and reviewing deeds
- Ordering and reviewing title exams
- Coordinating with title insurance underwriters and business partners
- Handling client inquiries

We would be honored to have you join our team!

