

LEGAL ASSISTANT/PARALEGAL POSITION

ABOUT REYNOLDS LAW OFFICES

Reynolds Law represents buyers, sellers, and lenders in residential real estate and mortgage loan transactions throughout Massachusetts. With offices in Lancaster, Fitchburg, and Westford, Reynolds Law has a small-town commitment to service, yet the extensive experience and resources that make us one of the leading real estate conveyancing firms in Massachusetts.

JOB DESCRIPTION

Full-time position in our Lancaster office, with a variety of roles, including:

- Manage the Lancaster office (keeping the place running).
- Front desk receptionist.
- Assist the lead paralegal on seller representation files, including filling in for her when she's on vacation.
- Assist the lead paralegal on buyer representation files.
- Possibly assist the attorneys on estate planning and probate matters.
- To be determined based on need, skill, and interest.

QUALIFICATIONS

We are looking for someone who is personable, detail-oriented, needs little supervision, and who can multi-task in a high-volume environment.

Experience as a legal assistant/paralegal is not required, but some background in a real estate related job is preferred.

To apply, please send your resume to:

craig@reynoldslaw.com