REAL ESTATE PARALEGAL/CLOSER

Are YOU familiar with Real Estate language? Adapt well to a fast-paced environment that can change quickly? Do you work well with computers and other people? If you answered yes to all of these questions, then we may have a job opportunity for you!

**About the Job:**

We are currently offering a full time position for an experienced Real Estate Paralegal/Closer. This position will include working directly with agents, lenders, buyers, sellers, attorneys, and other settlement officers to ensure a smooth closing transaction.

**Job Duties Include:**

- Ability to read and follow a title commitment

- Ordering HOA estoppels, municipal lien searches, judgment and mortgage payoffs, surveys, home warranties, etc.

- Work as a liaison to your team and customers alike

- Preparing closing docs and deeds

- Familiarity with loan packages

- Perform clerical duties which include copying, faxing, typing and printing documents

- Data entry and obtaining any missing client information

**Desired Skills:**

-Minimum 1-2 years experience

-Positive and cooperative attitude

-Excellent verbal and written communication skills

-Ability to work independently and in a team environment

-Ability to prioritize effectively & multi-task

-Strong attention to detail

-Proficient in Outlook, Word, Excel, RamQuest Operating System

-Exceptional Customer Service skills a must!

Salary requirements requested with resume submission. Great benefits and competative compensation package. f/m/d/v

Please forward resume to careers@mlg-defaultlaw.com