

Full Time Paralegal – Neal S. Litman, P.A.

Seeking someone who is mature and knowledgeable who will need little guidance. It is important to be independent and capable of managing your day, calendar and deadlines. This position is for an experience individual only. The position is full time and a permanent opportunity with our company. The successful candidate will have strong attention to detail, effective verbal and written communication skills, and possess a strong work ethic. Candidate must have significant experience and familiarity with title insurance, surveys and general real estate diligence. Work week is Monday – Friday and salary is commensurate with experience. Florida Title Agents are welcome to apply however licensing is not required.

The Paralegal will be responsible for all title requests. Open new title requests, create file, order title, review and clear title commitments or contact title underwriter/title examiner with questions. You will perform all title processor duties in this position. The Real Estate Paralegal also coordinate closings and prepares preliminary closings disclosures as well as the final CD. Post Closer duties will also apply in this role. You should be knowledgeable in disbursements, recordings and returning lender packages. You will act as the closing coordinator and work with all parties involved or assign a mobile signing agent/mobile closer. This is a team focused environment. We are seeking a professional who is friendly and has strong leadership qualities that can motivate and make their clients feel valued. You must have exceptional customer service skills and be comfortable building rapport with realtors, lenders and underwriters as well as the buyer/sellers.

Must have professional and courteous telephone skills. Self-starter, independently able to complete tasks. Mature and reliable. Proficient in English and Spanish – written and verbal.

Please send resumes to Isabel C. Mujica at NSLPALAWOFFICE@GMAIL.COM.

NEAL S. LITMAN, P.A.

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