



Our attorneys have earned a reputation for outstanding legal services to clients in all aspects of this practice area. We are well established in the legal community, with an excellent reputation with the judiciary as well as other attorneys. We keep abreast of changes in the law, we are readily accessible and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

The Chesapeake office of Kaufman & Canoles is seeking a full-time **Real Estate Assistant** to assist supervising attorneys with the preparation, closing, and disbursement of both residential and commercial real estate transactions, to including the preparation of Closing Disclosures, Settlement Statements, and loan packages. The successful candidate should have real estate experience, be proficient in Soft Pro and Microsoft Office 2016 and able to work independently. Additionally, this assistant will contribute to the general office support by performing a variety of administrative and related tasks, including, answering incoming calls and directing calls to the appropriate personnel, maintaining the conference rooms and kitchen areas, monitoring supply inventory and stocking, processing outgoing mail, sorting inter-office and incoming postal mail, opening new files, and greeting and assisting clients. The candidate should maintain positive contact with attorneys, support staff, and clients while observing the confidentiality of client and firm matters. Candidates should be a team-player and possess excellent communication and writing skills and exhibit attention to detail.

RESPONSIBILITIES:

1. Managing and coordinating real estate transactions under attorney supervision from contract to closing and disbursement
2. Interacting with the clients, real estate agents, and others via telephone, email, and in person.
3. Operating standard office equipment, including personal computer, copier, scanner, and telephone.
4. Reviewing, sorting, and date stamping in-coming mail.
5. Arranging and scheduling client appointments using KCI Reservation.
6. Assisting in preparing for and setting up of office meetings.
7. Maintaining of kitchen areas, conference rooms, and supply areas.
8. Assist in light typing, filing, and making copies for attorneys.
9. Performing a variety of other administrative tasks as assigned.

QUALIFICATIONS:

1. Legal or Real Estate closing industry experience preferred.
2. High school diploma or equivalent required.
3. Previous client/customer service is a plus.
4. Exceptional written and oral communication skills.
5. Excellent organizational skills, strong ability to multi-task and attention to detail.
6. Demonstrate a proactive approach to problem-solving with strong decision-making capability.
7. Operational knowledge of standard office equipment including copier, scanner, and telephone.
8. Proficient in Microsoft Office 2016, Soft Pro, and Outlook.
9. Friendly disposition with a desire to be a team player
10. Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.