



Real Estate Paralegal

The Norfolk Office of Kaufman & Canoles is seeking a **Real Estate Paralegal** to conduct real estate closings for corporate and commercial real estate transactions. Prepares necessary legal documents that may include disclosure schedules, settlement statements, deeds, loan closing documents, corporate authorization documents. Maintains detailed and accurate daily billable hour records. Exceptional verbal and written communication skills and the ability to exercise a high degree of confidentiality and discretion are required.

RESPONSIBILITIES:

1. Assists with all aspects of complex commercial real estate, corporate and lender transactions, including creating checklists, disbursement statements, closing documents, and reviewing loan documents.
2. Analyzes title commitments, title documents, real property legal descriptions, and surveys.
3. Responsible for corresponding with lenders, builders, real estate agents, title companies, and attorneys as needed to gather necessary information for closings.
4. Prepares and maintains closing checklists and timelines.
5. Addresses post-closing matters and oversees preparation of closing binders.
6. Ensures closing packages have been properly disbursed and appropriate documents recorded.
7. Verifies title insurance policies have been received.
8. Responsible for setup of delivery of the deed, loan documents and title insurance policies to the buyer and lender.
9. Maintains Notary Public status and witnesses real estate closing packages.
10. Ensures that all appropriate documents, checks, and copies are sent to all parties immediately after closing.
11. Makes sure all client data is entered into central database.
12. Confirms liens are properly released.
13. Re-records documents as needed and corrects any post-closing issues.
14. Obtains Entity Certificates and documents from the Secretary of State where an entity was formed.
15. Orders UCC/Judgment/Tax Lien reports, zoning determination letters and title searches.
16. E-files documents as requested.
17. Processes invoices for payment, credit card receipts, and ACH Receipts.
18. Meets position billing requirements and required deadlines.

QUALIFICATIONS:

1. High school diploma or equivalent. Bachelor's degree preferred.
2. Proficient in SoftPro and Microsoft Office 2016.
3. Exceptional verbal and written communication skills.
4. Strong organizational skills and meticulous attention to detail.
5. In-depth experience with closing commercial loans, funding loans, and examining title commitments.
6. In-depth knowledge of closing process.
7. In-depth knowledge of title insurance and real estate processing.
8. Ability to exercise a high degree of confidentiality and discretion when promptly and accurately responding to miscellaneous inquiries.
9. Must be able to perform job duties independently.

BENEFITS:

We offer competitive compensation and a comprehensive benefit package. Benefits include medical, dental, vision, life insurance, 401(k)/profit sharing, paid time off, and long term and short-term disability.

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