

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 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 interoffice 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. Candidate should be a team-player, possess excellent communication and writing skills, and exhibit attention to detail.

RESPONSIBILITIES:

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

QUALIFICATIONS:

- Legal or Real Estate closing industry experience preferred.
- High school diploma or equivalent required.
- Previous client/customer service is a plus.
- Exceptional written and oral communication skills.
- Excellent organizational skills, strong ability to multi-task, and attention to detail.
- Demonstrate a proactive approach to problem-solving with strong decision-making capability.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Proficient in Microsoft Office, Soft Pro, and Outlook.
- Friendly disposition with a desire to be a team player.
- 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.