



JOB TITLE: Legal Assistant, Real Estate

LOCATION: Baltimore Office

JOB TYPE: Full-time, Non-Exempt

WORK SETTING: Hybrid in-person/remote options available

The Opportunity

The Real Estate Legal Assistant will provide a wide range of administrative, secretarial and document processing support to the firm's real estate paralegals and attorneys.

What You'll Do

- Assist with finalizing closing packages, completing loan documents after closing, and mailing necessary payoffs and closing documents.
- Prepare real estate closing files for document execution by attorneys and clients.
- Communicate with clients and other parties by telephone, and by email.
- Maintain legal files (both paper and electronic), organize and file documents.
- Print, scan, and photocopy legal documents.
- Manage document deliveries and track final executed documents.
- Assist with overflow work and other projects as needed.

What We're Looking For

- Qualified candidates should have a minimum of 2-5 years dealing with real estate or banking transactions.
- Must be reliable and dependable.
- Computer proficiency in Microsoft Office Suite applications including Word and Outlook as well as document management and other office technologies
- Strong attention to detail, organizational skills, and ability to manage time effectively.
- Excellent interpersonal skills, communication skills and the ability to collaborate well in a team.

Salary & Benefits

Benefits:

- Health Insurance
- Dental insurance
- Vision insurance
- Life & Disability insurance
- Firm Paid Parking
- Firm Paid Holidays
- 401k w/Employer Match
- Parental Leave
- Health Savings Account w/monthly Employer Contribution
- Gym Access
- Bonus Eligibility

SALARY RANGE: \$60,000 - \$80,000

Salary will be determined based on relevant professional experience, technical skills, educational background, and overall qualifications

We are an Equal Opportunity Employer.