

Coleman | Talley

Real Estate Closing Paralegal (Residential)

The law firm of Coleman Talley LLP is seeking an experienced Residential Real Estate Closing Paralegal to join our team. The candidate must be organized, detail-oriented, and able to manage a high volume of files efficiently from contract to post-closing. If you are proactive and work well within a team, especially in a fast-paced, high-volume real estate closing environment, we encourage you to apply.

Responsibilities:

- Prepare and review TRID-compliant closing disclosures and settlement statements
- Balance Closing Disclosures and identify discrepancies
- Work closely with the closing attorney to ensure smooth and accurate transactions
- Coordinate with lenders, agents, and clients to meet deadlines and resolve issues
- Order and review title insurance policies and assist in clearing title issues
- Manage files from contract to post-closing, ensuring full compliance with TRID and lender requirements
- Support closings involving secondary market transactions and investor guidelines
- Maintain organized, detailed records in a fast-paced, high-volume environment

Qualifications:

- 2+ years of residential real estate closing experience
- Strong organizational skills and attention to detail.
- Strong reading comprehension and ability to follow directions.
- Excellent written and verbal communication skills.
- Self-starter with the ability to work independently and as part of a team.
- Ability to handle multiple tasks and prioritize effectively.
- Friendly and professional demeanor.

Technology:

- Proficiency in Microsoft Office software required (Word, Outlook, and Excel)
- Understanding of DocuSign; experience preferred.
- Proficiency in Adobe Pro and/or Kofax
- Proficiency in closing software; Qualia preferred.
- Experience with CertifID, NetDocuments, Centerbase or similar LMS software, a plus.

Schedule: Full-Time, Monday through Friday between the hours of 8:30 a.m. to 5:00 p.m.

Location: Valdosta, GA

Compensation: Commensurate with experience

Benefits for Full-time Employees:

- Paid time off
- Health Insurance
- Dental
- Vision
- Life Insurance
- Disability
- Flexible Spending Account
- 401(k) Retirement with Matching Contributions

How to Apply: Submit your resume, cover letter, and references to jobopportunity@colemantalley.com. We offer competitive compensation and benefits, a supportive work environment, and opportunities for professional growth. Join our team and contribute to the success of our clients and our firm.