

## Part-time Post Closing Assistant – Valdosta, GA

Coleman Talley LLP has an immediate opening in our Valdosta, GA office location. We are seeking a part-time post-closing assistant to support the firm's residential real estate practice. Experience with real estate matters is preferred. Salary is commensurate with experience. This role is ideal for someone with experience in post-closing tasks and familiarity with title documentation and real estate transactions.

### Job Duties

- E-file deeds using GSCCCA and Simplifile
- Draft Final Title Opinions and Final Title Policies using Qualia
- Mail recorded and title documents to buyers and lenders
- Scan and associate all documents in NetDocuments
- Communicate with lenders and buyers via email and phone as needed
- Obtains payoffs
- Assists with scheduling of closings
- Draft Quit Claim Deeds and Security Deed Cancellations
- Research liens and open security deeds through GSCCCA
- Request deed cancellations from lenders
- Quality review of closed file
- Scan closing binder to matter in NetDocuments
- Handle other administrative tasks as assigned.

### Qualifications

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| • Strong word processing skills                          | • Works both independently and as part of a team           | • Detail oriented  |
| • Strong organizational skills and ability to multi-task | • Proficiency in Word, Microsoft Outlook, Adobe, and Excel | • High degree of professionalism with strong verbal and written communication skills |
| • Possesses a sense of urgency                           | • Self-starter; highly motivated                           | • Real Estate Terminology  |

### Schedule

Part-time position, approximately 25-29 hours per week, arranged during the workweek, Monday through Friday, between the hours of 8:30 a.m. to 5:30 p.m.

Coleman Talley LLP hires hard-working individuals with diverse backgrounds and interests. We value our culture and are proud of our respectful and friendly reputation.

### How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com)

### About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

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