

Paralegal

Real estate lender located in Chicago is seeking a qualified Real Estate Paralegal. Ideal candidate will have 1+ years of commercial real estate experience. Duties include, but are not limited to, receiving, organizing, tracking and reviewing due diligence for loan closings, including UCC searches, title commitments, surveys and corporate organizational documents. Manage and track all post-closing and final closing submissions. Work closely with multiple attorneys and underwriters. ***LITIGATION PARALEGAL NEED NOT APPLY***

Qualifications:

- Associate's degree or equivalent experience required.
- Bachelor's degree and Paralegal certificate a plus.
- Must have excellent written and verbal communication skills.

Excellent benefits package, including 401(k); immediate vesting.

To apply, please submit your resume to:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=187728&lang=en_US&source=CC544004

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