

## Paralegal - Real Estate Practice Group Bangor, Maine

Eaton Peabody, a Maine-based law firm with attorneys serving New England and Atlantic Canada, is currently seeking applicants for the position of Paralegal in our Real Estate Practice Group in Bangor.

Reporting to the attorneys in the Real Estate Department and the Practice Group Leader, the Real Estate Paralegal will assist with title work, real estate documentation and residential and commercial loan documentation. This position encompasses work in all aspects of title insurance preparation, and residential loan and cash closings. Skills/qualifications for this position include:

- High school diploma or equivalent
- At least three years' paralegal experience
- High degree of accuracy and thoroughness in work product
- Detail-oriented with ability to mentally and physically organize and document underwriting decisions, as well as closing and project information
- Excellent proofreading skills
- Exemplary written and oral communication skills
- Excellent interpersonal skills
- Skilled in the use of telephone, copier, computer equipment and network resources
- Ability to handle work confidentially
- Initiate independent judgment
- Sound reasoning skills
- Ability to be productive in a fast-paced environment
- Be a good team player and work well with employees at all levels
- Proficiency with Microsoft Word, Outlook and Excel
- Ability to become a notary public
- Ability to follow instructions

Eaton Peabody offers a highly competitive pay and benefits package to all full-time employees.

Please submit résumé and professional references in confidence to:

Eaton Peabody, Human Resources  
PO Box 1210, Bangor, Maine 04402-1210  
or email to  
[jbennett@eatonpeabody.com](mailto:jbennett@eatonpeabody.com)

No phone calls or walk-ins please  
Equal Opportunity Employer