

Real estate processor – Join our Dynamic Team!

The Real Estate Processor will oversee and manage all aspects of purchase and refinance real estate transactions, both residential and commercial. Act as the primary point of contact, coordinating with clients, real estate agents, lenders, and other parties to ensure seamless and timely closings. The processor will facilitate clear and effective communication through the process. As the quarterback of the transaction, you will ensure that other team members meet their task deadlines, keep the process on track, and drive the transaction towards successful completion.

The ideal candidate will possess exceptional attention to detail, strong written and verbal communication skills (not being afraid to pick up the phone), a solid understanding of basic math, and the ability to juggle multiple priorities effectively. You should be highly organized, proactive and adept at problem-solving. We are seeking an energetic individual who thrives in a fast-paced environment, embraces new technology, and remains composed under pressure. Your ability to adapt to change and stay focused in high-stress situations will be crucial to your success in this role.

Qualifications:

- Associate's or Bachelor's degree, in business preferred.
- Exceptional attention to detail and strong written and verbal communication skills.
- Solid understanding of basic math and financial calculations.
- Ability to manage multiple priorities effectively.
- Proficiency in Microsoft Office Suite

Perks and Benefits:

- Competitive salary and comprehensive benefits package including single health coverage, dental vision, 401K with 5% match and paid time off
- Opportunities for professional growth and development.
- Supportive and collaborative work environment.
- Social opportunities with affiliates of our firm.
- Membership in the Vermont Paralegal Organization and paid training and education opportunities
- Parking included

About Us: Join Gale Legal Group, PLLC, a leading law firm in Vermont practicing in real estate, business law, and estate planning. With offices in Colchester, Stowe and St. Albans. You can look us up on www.galelegalgroup.com; [Instagram](#); [Facebook](#), [LinkedIn](#), [YouTube](#)

This is a full-time, in office position in our Colchester, Vermont office available immediately.

How to Apply: Submit your resume, cover letter, and references to lisa@galelegalgroup.com with the subject line "Real Estate Processor Application - [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.