

## REAL ESTATE PARALEGAL

Chicago Title Insurance Company, which is part of the Fidelity National Title Group, the largest provider of title insurance and real estate settlement services in the country, is seeking a Real Estate Paralegal to join its Pittsburgh, PA office. We are a National Commercial Services operation and coordinate real estate transactions not only in Pennsylvania but also on a national basis throughout the Country.

The Real Estate Paralegal will be responsible for all aspects of the real estate closing process including satisfaction of title insurance requirements, preparation of closing documents and the settlement statement, disbursement of funds and coordination with title underwriters and other parties for the successful closing of real estate transactions and the production of title insurance policies. The position will encompass not only closing real estate transactions entirely but also assisting co-workers with the same functions as needed. For our out-of-state transactions, the candidate will work in conjunction with our local company offices and agents to satisfy title requirements and adhere to any state specific regulations and procedures. Other specific duties will include but not limited to, addressing title comments and issues with sellers, buyers and lenders, tracking and disbursing of funds, tracking and distributing closing documents and final policies, managing recordation of documents, and processing invoices and payments.

The candidate should be highly motivated and have strong customer service, communication and organizational skills. High attention to detail and accuracy with ability to multi-task and prioritize work. Have efficiencies with the Microsoft Suite of programs. A background in title insurance and settlement services is required and experience with SmartView or SoftPro platforms is preferable. We are willing to train and there could be opportunities for advancement within the Company

This will be a full-time position working in our Pittsburgh office Monday through Friday, 8:30 to 5:00. Full time candidates will be offered a benefit package that can include health insurance, dental insurance, vision insurance, life insurance, 401-K and paid time off. Starting salary commensurate with experience.

Our offices are located in Two Gateway Center, in the Golden Triangle, with easy access to parking, the Gateway T station and every PAT bus route and just a few minutes' walk to Market Square and the Cultural District. 2BFit is a state-of-the-art fitness center complete with locker rooms and showers located in Gateway Center. This facility will be open Monday thru Friday from 6AM to 8PM. For a nominal annual fee, tenants will be able to access this facility.