
REAL ESTATE PARALEGAL & OFFICE MANAGER

CHARLESTON, SC AREA / FULL TIME / IN OFFICE

POSITION OVERVIEW

A well established Charleston area law firm is seeking an experienced Real Estate Closing Paralegal and Office Manager to support a busy real estate practice. This individual will play a critical role in managing transactions from start to finish while overseeing key administrative and financial functions of the office, with performance based earning potential and the opportunity to be a key contributor in a growing legal practice.

KEY RESPONSIBILITIES

Real Estate Closings

- Manage residential real estate closings from start to finish
- Prepare and process title insurance binders and policies
- Coordinate with clients, lenders, realtors, and third parties throughout the closing process
- Ensure accuracy and compliance across all transaction documentation

Financial & Office Management

- Handle all banking activities, including reconciliation and escrow account management
- Maintain accurate financial records using QuickBooks
- Oversee day to day administrative and office operations

Additional Legal Support

- Provide backup support across additional practice areas as needed
- Assist with overflow work and ensure continuity across legal processes

QUALIFICATIONS

- Minimum of 5+ years of experience in real estate closings
- Strong working knowledge of SoftPro and QuickBooks
- Experience managing escrow accounts and financial reconciliation
- Highly organized with strong attention to detail
- Ability to manage multiple priorities in a fast paced environment
- Strong communication skills and ability to work directly with clients and partners

WHAT THIS ROLE OFFERS

- Competitive base salary, commensurate with experience
- Additional performance based earning potential
- Paid time off and sick leave
- A meaningful, high impact role within a growing legal practice

HOW TO APPLY

Interested candidates are invited to contact Caroline Burgreen with Organa, at caroline@organa.solutions. All inquiries will be handled with discretion.