

JOB TITLE: Escrow Closing Agent

Coordinate, collaborate, and chairs residential real estate closings. This position requires attention to detail, the maintenance of privacy and confidentiality standards, courteous manner and professionalism. The successful candidate will engage in all facets of production within the department, and an effective communicator with our clients. Therefore, being a team player and a strong communicator is a must.

Duties & Responsibilities

- Manages all escrow files of the escrow unit.
- Orders and/or prepares all documents needed to close each escrow in a timely manner.
- Collaborates with the title department in resolving issues.
- Coordinates the closing of an escrow between the principals of the escrow.
- Adheres to company policies and guidelines.

Experience

- Minimum one (1) year of closing experience preferred; but not required. We will coach.

Education

- High school diploma or equivalent is required and some college is preferred.

Certifications, Licenses, Insurance

- Must be a Notary Republic or be bondable.

Skills

- Adapts to new, different, or changing requirements; and attentive to details.
- Maintains privacy and confidentiality of company information, as well as that of customers and co-workers.
- Uses logical thought processes to analyze and draw conclusions.
- Pleasant, courteous, and professional when dealing with internal and external customers or clients. Works effectively with others and treats them with honesty, fairness, and respect.
- Demonstrates a willingness to work and seeks out new work challenges.
- Plans and prioritizes work to manage time effectively and accomplish assigned tasks.
- Telephone skills, including a pleasant phone voice and etiquette.
- Uses standard English to clearly communicate thoughts, ideas, and information in written form.

Essential Job Functions (including physical requirements)

This position requires repetitive use of a keyboard, extensive phone use, bending, sitting, squatting, light lifting, and simple grasping.