

JOB POSITION: Real Estate Title Closing Assistant
LOCATION: Results Title, St. Paul, MN
POSITION HOURS: Monday – Friday, 8:30 am – 5:00 pm (30 min. unpaid lunch)
POSITION STATUS: Full-time, Hourly, Non-exempt
AVAILABILITY: Immediate

Results Title is a local, independent full-service real estate closing and title insurance company who is currently seeking a full-time Real Estate Title Closing Assistant for the St. Paul branch office location.

JOB DESCRIPTION AND RESPONSIBILITIES:

- Document signing with customer
- Open new buyer and seller files
- Maintain a closing schedule for closers
- Schedule purchase, sale, and refinance closings
- Review commitments and clearing title matters (title clearance knowledge is REQUIRED)
- Draft preliminary documents and entering number for HUD-1 or Closing Disclosures
- Final packaging of closing files
- Closing coverage when needed
- General office duties as needed

REQUIREMENTS:

- Proficiency in MS Office: Outlook, Word, and Excel
- Professional and clear phone and email etiquette
- STRONG sense of urgency and problem-solving skills
- GREAT attention to detail
- Ability to work in a fast-paced environment with minimal supervision
- Top notch organizational skills and excellent verbal and written communication
- Working knowledge of operating standard office equipment and systems
- Real estate title closing office experience is required

For consideration, please submit your cover letter and resume to: jobs_4@results.net.

This job posting will remain open, until filled.

EOE