

JOB POSITION: Closing Office Administrative Assistant
LOCATION: Maple Grove, MN
POSITION HOURS: 20-25 Hours a week
POSITION STATUS: Part-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 part-time Closing Office Administrative Assistant for the Maple Grove office location.

JOB DESCRIPTION AND RESPONSIBILITIES:

- Enter data into software system to open new buyer and seller files
- Distribute postal mail and interoffice mail in a timely manner
- Maintain a closing schedule calendar for closer(s)
- Schedule purchasing, sale, and refinancing closings
- Process outgoing wires
- Process electronic Certificate of Real Estate Value (CRV)
- Greet clients
- Print closing packages and material
- Scan documents into software system
- General office and administrative duties as needed

REQUIREMENTS:

- Proficiency in MS Office: Outlook, Word, and Excel
- Accurate computer keyboarding skills
- 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 along with excellent verbal and written communication
- Working knowledge of operating standard office equipment and systems
- Title or real estate background preferred
- Previous office experience is preferred

For consideration, please submit your cover letter and resume along with salary expectations to: jobs_10@results.net.

This job posting will remain open, until filled.

EOE