

JOB POSITION: Real Estate Closer
LOCATION: Shoreview, MN
POSITION HOURS: Monday – Friday 8:30 am – 5:00 pm (30 min. unpaid break)
POSITION STATUS: Full-time, Salary, Exempt
AVAILABILITY: Immediate

JOB DESCRIPTION:

Results Title is a local and independent full-service real estate closing and title insurance company who is currently seeking a full-time Real Estate Closer at our corporate office in Shoreview, MN.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Conduct both buyer and seller closings
- Assist with clearing title issues
- Prepare Closing Disclosures and / or HUD-1 Settlement Statements
- Balance files with lenders
- Deposit and disburse funds, send wires
- Prepare and proof transfer documents for recorder
- Schedule closings
- Draft all closing documents

REQUIREMENTS:

- A minimum of 2 years real estate closing and title experience
- Strong and demonstrated working knowledge in the proper preparation of Closing Disclosures, HUD-1 Settlement Statements, balancing files and clearing title issues
- Ability to work both independently and in a team setting with minimal supervision
- A high level of professionalism and courtesy in a fast-paced and demanding environment
- High attention to detail
- Knowledge of Microsoft Outlook and Word
- Valid Driver's License as local travel may be necessary
- Bi/Multi-lingual communication abilities both verbal and written, is a plus
- Knowledge of SoftPro Select, is a plus

EOE

For consideration, please submit your cover letter and resume to: jobs_7@results.net