

JOB POSITION: Real Estate Title Closing Assistant
LOCATION: Shoreview, MN
POSITION HOURS: Monday – Friday 8:30 am – 5:00 pm (30 min. unpaid break)
POSITION STATUS: Full-time, Hourly, Non-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 Closing Assistant at our corporate office in Shoreview, MN.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

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

REQUIREMENTS:

- Proficiency in MS Outlook, MS Word, MS 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 & excellent verbal and written communication
- Working knowledge of operating standard office equipment and systems
- Title or real estate background preferred

EOE

For consideration, please submit your cover letter and resume to: jobs_14@results.net