JOB POSITION: Real Estate Title Examiner
LOCATION: Eden Prairie, 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 Examiner at our corporate office in Eden Prairie, MN.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Examine property records, tax records, plat inspections, assessment searches and purchase agreements
- Work with assigned offices in completing exam and managing files by priority and rush status
- Back-up other team members when out or as needed
- Determine title requirements and exceptions based on the examination
- Complete exam layout clearly and detailed for typist and proofer
- Work closely with our underwriter and exam team to determine coverages, exceptions and risks
- Assist closers, internal and external or any others involved in the transaction to resolve any title issues for closing
- Problem solve with the closer, management and/or underwriter when needed
- Update the title commitment or O&E with changes when necessary for assessments, plats and tract checks
- Provide assistance with LOI's, claim issues and rejects, if needed
- Provide assistance to abstractor with research related questions and problems
- Review, approve and advise with respect to documents necessary for the closing

REQUIREMENTS:

- Proficient in MS Office; Outlook, Word, and Excel
- Professional and clear phone 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 organization skills and excellent verbal and written communication
- Title or real estate background, is preferred
- Knowledge of Softpro and Greenfolders, is preferred, but not required

EOE

For consideration, please submit your cover letter and resume to: jobs_2@results.net