

**JOB POSITION:** Closing Assistant  
**PRIMARY LOCATION:** Shoreview, MN  
**POSITION STATUS:** Full-time, Non-Exempt, Hourly  
**POSITION HOURS:** Monday – Friday 8:30 am – 5:00 pm (30 min. unpaid break)  
**AVAILABILITY:** Immediate

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 office in Shoreview, MN.

**JOB DESCRIPTION AND RESPONSIBILITIES (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

**KNOWLEDGE, SKILLS AND ABILITIES:**

- 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

**Compensation:** Pay is commensurate with experience and qualifications plus a comprehensive benefits package including medical/dental insurance, 401k Savings and Retirement, and Wellness Program.

If you are interested in applying for this position, please send your cover letter and resume to:  
[Jobs\\_14@results.net](mailto:Jobs_14@results.net)

*Results Title is an EOE. We are committed to hiring individuals who contribute to the cultural diversity of our workplace. Employment at Results Title is based solely on a person's merit and qualifications directly related to professional competence. Our hiring decisions are guided by our equity value; embracing differences, seeking to eliminate racism and other forms of discrimination, and striving to create a workplace in which everyone matters.*