

JOB POSITION: Real Estate Closer
PRIMARY LOCATION: Andover, MN
POSITION STATUS: Full-time, Exempt, Salary
POSITION HOURS: Monday – Friday 8:00 am – 5:00 pm
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 Closer at our office in Andover, MN.

JOB DESCRIPTION AND RESPONSIBILITIES (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

KNOWLEDGE, SKILLS AND ABILITIES:

- 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

Compensation: Salary 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_12@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.

