

JOB POSITION: Real Estate Closer
PRIMARY LOCATION: Andover, MN
POSITION STATUS: Exempt, Salary (full-time hours)
POSITION HOURS: General Office Hours, Mon–Fri, 8:00 am – 5:00 pm
AVAILABILITY: Immediate

Underwritten by Chicago Title Insurance Company, our customers are backed by a 150-year history of financial quality and stability. With an average of over 15 years of experience amongst its staff, Results Title prides itself on employing only the highest quality production staff and closing agents.

Results Title is currently seeking an experienced 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
- In-office and regular attendance, required
- 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
- Knowledge of SoftPro Select, is a plus

Compensation: Salary is commensurate with experience and qualifications plus a comprehensive benefits package including medical, dental, vision, short and long term disability, accident, critical and life 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_17@results.net for review.

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.