

JOB POSITION:	Closing Office Administrative Assistant
PRIMARY LOCATION:	St. Cloud, MN
POSITION STATUS:	Non-Exempt, Hourly (full-time)
POSITION HOURS:	Monday – Friday 8:30 am – 5:00 pm (30 min. unpaid break)
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 seeking a Closing Office Administrative Assistant for the St. Cloud branch office.

JOB DESCRIPTION AND RESPONSIBILITIES (include, but are not limited to):

- Answer calls, redirect calls as needed, take messages, follow-up on phone inquiries as needed
- Enter data into software system to open new buyer and seller files
- Sort, distribute and send postal mail and interoffice mail in a timely manner
- Courier packages to FedEx as needed
- Maintain a closing schedule calendar for closer(s)
- Schedule purchase, sale and refinance closings
- Process electronic Certificate of Real Estate Value (CRV)
- Welcome visitors to the office; in office presence required
- Print closing packages and material
- Scan documents into software system
- Other office and administrative duties as needed
- Regular attendance, required

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in MS Outlook, MS Word, MS Excel
- Accurate computer keyboard skills
- 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 along with excellent verbal and written communication
- Working knowledge of operating standard office equipment and systems
- Title or real estate background preferred
- Previous office experience is preferred

Compensation: Pay 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_18@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.