

## **Post Closer**

### **Job Responsibilities:**

- Copy all lender packages, mail/FedEx all disbursements for files;
- Scan and send copies of buyer signed HUD to seller;
- Final scan complete closing file and download into case management system;
- Receive recorded documents and mail out to buyers and lenders;
- Scan all recorded documents and surveys into case management system for final title policy issuance;
- Prepare final owners and lenders title insurance policies and endorsements;
- Mail out final title policies and recorded docs;
- Mail out copies of final title policies, policy worksheet and policy premium checks to appropriate underwriters.

### **Job Requirements:**

- High school diploma or equivalent required
- Knowledge of administrative and clerical procedures
- Knowledge of Microsoft Office and Outlook
- Experience in Closers Choice and/or SoftPro preferred;
- 2 years' experience in preparation of final title policies for real estate closings, including how to read a title commitment and survey
- Must have excellent communication skills and be able to work as a team player;
- Must be flexible and able to work in a fast paced environment;
- Needs to be extremely detail oriented.