

# Title Closer/Escrow Officer

## Job Responsibilities:

- Main contact source for clients;
- Monitor and maintain client website;
- Review file, contract, lien searches, title, estoppel letters, etc.;
- Make sure information from contract and title are correct in SoftPro;
- Follow all instructions for completion of settlement statements and closing documents from contract, lenders instructions, etc.;
- Obtain settlement statements and closing documents approval of lender (if applicable) and seller;
- Forward documents to closing;
- Balance and Disburse files;
- Obtain funding authorization from lender if applicable.

## Requirements

- 3-5 years experience as an REO Closer;
- REO experience and knowledge of REO transactions
- Licensed title agent;
- Good communication skills;
- Detailed oriented;
- Excellent computer skills and Soft Pro experience preferred;
- Must be flexible.