

A Closer is responsible for the management and oversight of real estate closing transactions; ensuring the file closes on or before the contract closing date while providing excellent service to all parties.

#### Essential Duties & Responsibilities:

- Reviewing title commitments, sales contracts and other related documents relating to residential real estate transactions for compliance and accuracy.
- Preparing Closing Disclosures/HUD-1 Settlement Statements, conveyance and other settlement documents necessary to complete closing transactions.
- Examining and clearing requirements on title commitments and lender closing instructions.
- Obtaining and preparing information needed to close a transaction.
- Working closely and coordinating closing transactions with clients, lenders, realtors, staff, and any other relevant parties to ensure a proper timely closing transaction.
- Balancing the closing disclosure or HUD-1 Settlement Statements, reviewing funds received and coordinating proper disbursement of closing funds.

#### Knowledge & Skills:

- Customer service oriented, with the strong drive to meet goals!
- Excellent product knowledge, client relations, and presentation skills.
- Strong follow up skills.
- Attention to detail.
- REO, Retail, and/or multi-state experience a plus.
- Ability to effectively manage a high closing pipeline monthly

#### Required education:

- High school or equivalent

#### Required experience:

- Closing: 3 years

Job Type: Full-time