

Crow Wing County Abstract Co., Inc. is seeking a Real Estate Closing Agent

The ideal candidate would have experience in the Title Industry in Mortgage Closings and Residential/Commercial Real Estate Closings. Applicant should exude professionalism, provide excellent customer satisfaction skills, be proficient with technology, and exhibit strong organizational skills.

The position is open immediately and is full time, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Job Duties may include:

- Scheduling Purchase, Sale and Refinance Closings
- Managing entire closing process in compliance with real estate contracts, clearing titles, assembling, preparing and reviewing closing documents and disbursement of funds
- Preparing Closing Disclosures/Settlement Statements according to the terms of the purchase agreement and/or lender instructions, establish escrow accounts by depositing funds & maintaining records.
- Collaborating with title department to resolve title issues.
- Acting as the key communications coordinator between the Company and Clients
- Acting as a neutral 3rd party during a real estate sale
- General Processing of Closing files and Title Orders
- Developing & Maintaining Customer Relations with a Sales Oriented Mind Set to continue growth of the Company

Requirements:

- Legal background and real estate background strongly preferred
- Knowledge of a closing software system (ex. Softpro)
- Proficiency in word processing and spreadsheets (ex. WordPerfect or MS Word; MS Excel or Quattro;)
- Effective Oral & Written Communication Skills, including Presentation Skills
- Ability to Build & Maintain solid business relationships
- Problem Solving Skills and Analytical Abilities
- Ability to multitask
- Ability to work in a fast paced environment
- Time Management Skills
- Detail Oriented & able to Handle Confidential Information
- Accounting Ability
- Real Estate, Title, or Loan & Banking Industry experience is strongly preferred

To submit a job application and resume, please email: Diane.Junker@cwcac.com