

Crow Wing County Abstract Co., Inc. is seeking a Real Estate Closing Assistant to work in our Crosslake location.

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

The ideal candidate would have experience in the Title Industry. Experience in Real Estate or Banking would receive strong consideration also. Applicant should exude professionalism, provide excellent customer satisfaction skills, be proficient with technology, and exhibit strong organizational skills.

Job Duties may include:

- Opening New Orders
- Scheduling Purchase, Sale and Refinance Closings
- Preparing Closing Disclosures and Documents
- General Office Duties as needed
- Communicating with Customers in a timely manner as to the Status of Orders and Closing Requirements
- General Processing of Closing Files and Title Orders

Requirements:

- Proficiency in word processing and spreadsheets
(ex. WordPerfect or MS Word; MS Excel or Quattro)
- Professional and clear phone/email skills and use of proper etiquette
- Problem solving skills
- Ability to multitask
- Ability to work in a fast-paced environment with minimal supervision
- Title, Real Estate, or Loan & Banking Industry experience is strongly preferred
- Knowledge of a closing software system is preferred but not required

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