

ESCROW ASSISTANT:

We are seeking an experienced and highly motivated escrow assistant to provide support and assist in the processing and closing of real estate escrow transactions for our Silverdale office. This person works as part of a three-person team and is responsible for assisting with customer service and administrative duties related to completing escrow files.

Primary duties include:

- Answering incoming phone calls when they come into the unit
- Determining escrow requirements by reviewing the purchase & sale agreement, buyer, seller and lender instructions
- Ensuring clear title by ordering title report; resolving title defects; satisfying existing liens and encumbrances against property or principals
- Establishing escrow account by depositing funds and maintaining records
- Ordering payoffs for voluntary and involuntary liens
- Determining if real estate taxes need to be paid or prorated
- Identifying needs and providing solutions for customers and maintaining on-going conversations with all parties
- Following up with buyers, sellers, lenders & agents to ensure receipt of required items
- Sending estimated HUD-1 to agents and lenders
- Establishing signing appointments with buyers & sellers and notifying agents and lenders regarding the appointments
- Copying paperwork needed for signing appointments
- Preparing loan packages for shipping to lender for final review
- Balancing with the lender for funds to be wired
- Closing escrow account by disbursing funds
- Completing transactions by notifying all parties of the closing of escrow
- Following up with any post closing items to prepare files for storage

Ideal candidate must possess the following traits:

- High degree of customer service and follow up skills
- High degree of energy and drive to be the best
- Sense of urgency
- Ability to handle pressure situations with a positive attitude
- Honesty
- Integrity
- Confidentiality
- Sincerity
- Eagerness
- Fearlessness
- Teamwork oriented
- Relationship builder – both with customers and employees
- Results/goal oriented
- Superior organization skills with attention to detail

- Professional appearance
- Excellent written and oral communication skills
- Excellent time management skills
- Ability to problem solve and make decisions
- Computer skills
- Passion for excellence

Preferred Requirements:

- Previous experience as an escrow assistant is highly desirable