



PACIFIC NORTHWEST TITLE

Escrow Assistant

Non-Exempt/Hourly

Reports to: VP Escrow

Summary:

Assist the Escrow Officer/LPO/Unit Manager in the process of closing real estate escrow transactions, quickly and accurately, and under constant time constraints. The incumbent must possess a thorough understanding of Administrative and/or Financial practices and operations, and a foundational knowledge of Escrow & Title processes, products and policies. This role requires the capability to manage & maintain adequate & efficient workflow with little to no supervision. The Escrow Assistant will have the knowledge and skills necessary to read and understand legal descriptions, real estate transactions and lending documents, and how they impact and relate to each other, and the closing process.

Duties & Responsibilities:

- Determine escrow requirements by reviewing the purchase & sale agreement, buyer, seller and lender instructions with Senior Escrow Assistant or Escrow Officer/LPO
- Obtain clear title by ordering title report; resolve title defects; satisfy existing liens and encumbrances against property or principals
- Establish escrow account by depositing funds and maintaining records
- Ordering payoffs, liens and other matters per the terms of the contract.
- Determine if real estate taxes need to be paid or prorated
- Communicate to all parties the requirements to complete closing
- Establish signing appointments with buyer(s) & seller(s) and notifies agents and lenders regarding the appointments
- Copy paperwork needed for buyer & seller signing appointments
- Prepare complete accurate funding packages for lenders
- Balance with the lender for funds to be wired
- Close escrow account by disbursing funds
- Complete transaction by calling all parties by notifying them of the close of escrow
- Maintain on-going conversation with all parties during the course of the transaction especially focusing on weekly calls to the agents
- Follow up with any post closing items to prepare files for storage
- Update professional skills and knowledge by participating in educational opportunities, attending in-house training opportunities, participating in professional organizations and reading related industry publications.
- Other duties as assigned

Skills/Qualifications/Qualities:

- Basic Financial Skills
- Excellent Documentation Skills
- Superb Verbal Communication Skills, Customer Service Skills
- Effective time management skills
- Teamwork and relationship building skills
- Detail oriented Multi-Tasker

- Excellent Problem solving skills
- Familiarity with real estate laws and regulatory terms and the ability to interpret monetary agreements
- Knowledge and experience in general office and administrative operating procedures
- Standard software applications and solid computer skills
- Must be Dependable, Responsible, and possess Honesty, Integrity, & able to maintain Confidentiality and protection of sensitive information