



Escrow Signer

Position Summary: The Escrow Signer is responsible for meeting with customers as the face of Pacific Northwest Title and assisting them in the signing of closing documents for their real estate transactions. When not conducting signings, Escrow Signers are responsible for supporting our Escrow Officer/LPO(s) and other team members in the processing and closing of real estate escrow transactions.

About PNWT: Pacific Northwest Title of Kitsap County is a locally owned and operated independent title insurance agent. Our vision is to provide stellar service, with high trust and integrity so that when the choice comes to choosing a title and escrow company there is simply no other option! We are committed to making a difference in the lives of our clients and our community. Our culture strives to foster bold, ethical leaders creating trust, respect and integrity in a workplace. The PNWT environment values learning and growth while remaining committed to fulfilling a balance between life and work.

Duties & Responsibilities:

- Meet with customers to complete signing transactions
- Deliver excellent customer service
- Be adaptable to various client situations
- Notarize documents
- Obtain and check personal identification
- Maintain notary journal
- Copy paperwork and/or download to USB
- Prepare unit folders as new files arrive
- Expand knowledge to assist in escrow units
- Other tasks as assigned

Skills/Qualifications/Qualities:

- Excellent customer service skills
- Superb verbal communication
- Strong organizational and prioritization skills
- Detail oriented multi-tasker
- Basic financial skills
- Strong problem solving skills
- Teamwork and relationship building skills
- Experience with general office and administrative operating procedures
- Knowledge of standard software applications and solid computer skills
- Ability to maintain confidentiality and protection of sensitive information
- Must be dependable and responsible

Send resumes to employment@PNWTKitsap.com

Pacific Northwest Title is an equal opportunity employer. All applicants will be considered for employment without attention to by race, color, sex, religion, age, national origin, marital or military status, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, status as a victim of domestic violence, sexual assault, or stalking or any other status or characteristic protected by local, state or federal law.