

<b>Job Title:</b>	Escrow Assistant
<b>Location:</b>	Bainbridge Island
<b>GENERAL DESCRIPTION:</b>	
<p>The Escrow Assistant at PNWT is responsible for assisting our Escrow Officers/LPOs in the process of closing real estate escrow transactions, quickly and accurately. Candidates must possess a thorough understanding of administrative and financial practices and be able to collaborate with a team to manage &amp; maintain efficient workflows.</p> <p>If you are cooperative, supportive, and thorough in your workstyle this may be the opportunity for you!</p>	
<b>DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Determine escrow responsibilities by reviewing the purchase &amp; sale agreement, buyer, seller, and lender instructions with the Escrow Officer/LPO</li> <li>• Clear title by ordering title reports; resolving title defects and satisfying existing liens and encumbrances against property or principals</li> <li>• Establish escrow accounts by depositing funds and maintaining records</li> <li>• Order payoffs for voluntary and involuntary liens</li> <li>• Determine if real estate taxes need to be paid</li> <li>• Communicate with buyers, sellers, lenders &amp; agents to make sure all required items have been received to complete the transaction including verification of commissions, septic inspections, bills, utilities, and any warranties, etc.</li> <li>• Send estimated settlement statements to agents and lenders</li> <li>• Establish signing appointments with buyer(s) &amp; seller(s) and notify agents and lenders regarding the appointments</li> <li>• Prepare funding package for lender final review</li> <li>• Conduct buyer/seller signings</li> <li>• Balance funds with the lender for wires</li> <li>• Maintain information in open orders to be ready for document preparation</li> <li>• Prepare signed documents for the recording process</li> <li>• Prep orders for disbursement and closing</li> </ul>	
<b>SKILLS/ QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• One to two years of escrow or title-related experience</li> <li>• Basic financial skills</li> <li>• Excellent verbal communication and customer service skills</li> <li>• Excellent organizational, prioritization, and time management skills</li> <li>• Excellent attention to detail</li> <li>• Standard and escrow-specific software applications and solid computer skills</li> <li>• Teamwork and relationship-building skills</li> <li>• Ability to multi-task</li> <li>• Excellent problem-solving abilities</li> <li>• Familiarity with real estate laws and regulatory terms and the ability to understand agreements</li> <li>• Knowledge and experience in general office and administrative operating procedures</li> <li>• Team player</li> </ul>	

- Dependable
- Responsible
- Honest
- Integrity
- Confidentiality

**EDUCATION REQUIREMENTS**

- High School Diploma/GED required

**Salary Range:** \$22-30/hour Depending on Experience

**Position Type:** Full time

**PNWT 2025 BENEFITS**

PNWT employees are offered a comprehensive benefits package, which is outlined below. Employees are eligible after 90 days of employment.

- **Health Care Benefits** – available the first of the month after 90 days of employment including, Medical, Health Savings Account, Flexible Spending Accounts (Medical and Dependent Care), Dental, Vision, Life Insurance, STD, LTD – option for additional voluntary coverage, Virtual Mental Health, AFLAC, Pet Insurance and Legal Shield.
- **Retirement Benefits** – available the first of the month after the 90<sup>th</sup> day of employment including both a Regular 401k and a Roth 401k
- **Paid Days off:**
  - **Sick Leave** -In compliance with WA State law employees are entitled to accrue paid sick leave at a rate of one hour for every 40 hours worked. Hours accrue per pay period from the date of hire and can be used after completion of the initial 90 days of employment.
  - **Vacation Leave** – Full-time employees accrue time off based on length of service. Hours begin accruing after completing 90 days of employment and are front-loaded each year. New hires begin with 96 hours annually and earn additional days after the fifth year of employment.
  - **Paid Holidays** – PNWT grants 9 holidays each calendar year.
  - **Bereavement Leave** – Full-time employees are eligible for up to 3 days of paid leave for the death of an immediate family member.
  - **Jury Duty** – Full-time employees are eligible for up to 7 days of paid leave per calendar year.