



Job Title:	Escrow Assistant
Location:	All locations
Position Type:	Full time

GENERAL DESCRIPTION

We are growing again! The Escrow Assistant at PNWT is responsible for assisting the Escrow Officer/LPO in closing real estate escrow transactions quickly and accurately. Candidates must possess a thorough understanding of administrative and financial practices. This role requires the capability to collaborate with a team to manage & maintain efficient workflows. If you are cooperative, supportive, and thorough in your work style, this may be the opportunity for you!

DUTIES AND RESPONSIBILITIES

- Determine escrow responsibilities by reviewing the purchase & sale agreement, buyer, seller, and lender instructions with the Escrow Officer/LPO
- Clear title by ordering title reports; resolving title defects and satisfying existing liens and encumbrances against property or principals
- Establish escrow accounts by depositing funds and maintaining records
- Order payoffs for voluntary and involuntary liens
- Determine if real estate taxes need to be paid
- Communicate with buyers, sellers, lenders & 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.
- Send estimated settlement statements to agents and lenders
- Establish signing appointments with buyer(s) & seller(s) and notify agents and lenders regarding the appointments
- Prepare funding package for lender final review
- Conduct buyer/seller signings
- Balance funds with the lender for wires
- Maintain information in open orders to be ready for document preparation
- Prepare signed documents for the recording process
- Prepare orders for disbursement and closing

SKILLS/ QUALIFICATIONS

- One to two years of escrow, title, real estate, mortgage, legal assistant, or related industry experience
- Basic financial skills
- Excellent verbal communication and customer service skills
- Excellent organizational, prioritization, and time management skills
- Excellent attention to detail
- Standard and escrow-specific software applications and solid computer skills
- Teamwork and relationship-building skills
- Ability to multitask

- Excellent problem-solving abilities
- Familiarity with real estate laws and regulatory terms, and the ability to understand agreements
- Knowledge and experience in general office and administrative operating procedures
- Active Notary license
- Desired traits - Team player, Dependable, Responsible, Honest, Possesses a high level of Integrity and ability to maintain a high degree of Confidentiality

EDUCATION/WORK REQUIREMENTS

- High School Diploma/GED required
- One to two years of escrow, title, real estate, mortgage, legal assistant, or related industry experience

SALARY RANGE - \$22-28/HOUR

BENEFITS OFFERED

PNWT offers employees a comprehensive benefits package, as outlined below. Unless otherwise specified, benefits become available following 90 days of employment.

Health Care Benefits

- Medical Insurance
 - Health Savings Account (HSA)
 - Flexible Spending Accounts (FSA – Medical and Dependent Care)
- Dental Insurance
- Vision Insurance

Other Available Coverage

- Employer-provided Life Insurance, Short-Term Disability, and Long-Term Disability, with options for additional voluntary coverage
- AFLAC (Voluntary)
- LegalShield (Voluntary)
- Pet Insurance (Voluntary)

Retirement Benefits (available the first of the month following the 90th day of employment)

- 401(k)
- Roth 401(k)

Paid Time Off

- Sick Leave - In compliance with Washington State law, employees accrue paid sick leave at a rate of one hour for every 40 hours worked. Sick leave begins accruing on the date of hire and may be used after completing 90 days of employment.
- Vacation Leave (Full-time employees) - Vacation time accrues based on length of service and begins accruing after 90 days of employment. Vacation hours are front-loaded annually, starting at 12 days per year with additional days added based on seniority.

- Paid Holidays - PNWT provides nine (9) paid holidays each calendar year.
- Bereavement Leave - Full-time employees are eligible for up to 3 days of paid leave due to the death of an immediate family member.
- Jury Duty Leave - Full-time employees are eligible for up to 7 days of paid leave per calendar year for jury service.