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PARTNERS TITLE

CLOSE WITH CONFIDENCE

Position: Executive Closer – Full Time

About Us: Partners Title is a full service title and closing company that has been redefining customer service since our doors opened in 2002. The title industry is constantly evolving and improving for the better; so are we. We strive on a culture of continuous improvement. We keep our team and our clients on top of industry trends so we can all achieve our long-term goals. We do our job the best way we can to empower our clients to do the same.

Job Description:

Full time Experienced Title Insurance Closer. To excel in this role you must be hard working, detail oriented and someone who excels in a fast paced environment! Candidates should have excellent communication skills. This position requires direct interaction with customers, so a professional, polished appearance and demeanor is required.

Primary Responsibilities:

- Provide EXCELLENT customer service
- Attract and retain new clients through various marketing methods (i.e. prospecting, lead generation, marketing event participation and working hard to EARN an client's business)
- Input Fees, input invoices and balance Settlement Statements, HUDS and Closing Disclosures
- Ensure satisfaction of all funding conditions
- Prepare transaction tax forms, letters and other necessary documents
- Review recording packages for completeness prior to closing
- Order loan payoffs, HOA demands, deed requests, etc.
- Communicates promptly and professionally throughout the closing process
- Provide guidance to the escrow team in all aspects of the escrow process
- Sign and notarize documents as required for closing

Job Requirements:

- Title Industry experience – 1 year
- Client base / book of business

Benefits:

We offer a competitive compensation package, full benefits, professional and career development and an awesome atmosphere!

Apply today to join our growing team!