

# **Title Closing Processor**

## **Job Responsibilities:**

- Review and input all contract information
- Review all lien searches and estoppel letters for compliance, and escalate those that require special handling
- Order search updates as needed
- Obtain buyer information sheets
- Provide title commitment, wiring instructions, and preliminary settlement statements to the lender
- Monitor and maintain client websites
- Schedule and arrange closings

## **Job Requirements:**

- 2-4 years of Institutional Real Estate Processing experience is required
- Working knowledge of Microsoft Office, including: Word, Excel
- Experience in Soft Pro is preferred
- Must have excellent communication skills
- Must be flexible and able to work in a fast paced environment
- Must possess strong attention to detail