

## **Job Description**

**Job Title:** Escrow Officer/Title Closer

**Location:** Lakeland, FL

**Date Needed:** ASAP

**Job Type:** Full-Time

Business is booming and we are excited to grow our team! Home Solution Title is looking to add a Title Closer to our home office in Lakeland, FL. We are a locally owned and operated title company with two national underwriters.

We are looking for an Escrow Officer/Closer with title closing experience. Ideal candidate must be able to prepare prelims, CD's/ALTA, HUDs and perform settlements in a team environment.

## **Qualifications**

- High School diploma or equivalent
- 1- 3 years' experience directly handling escrow/closing transactions as a closer or in a related field
- Must be detail oriented, multi-tasker, highly motivated and a strong team player
- Notaries and licensed professionals are highly encouraged to apply, though not required.
- Experience with Closer Choice is a plus

## **Responsibilities**

- Prepare Prelim CD/ALTA/HUD and Final CD for assigned transactions
- Pull and prepare closing packages, including internal documents for HST
- Communicate extensively with Processing team to help bring file to closing table
- Communicate extensively with Realtors, Transaction Coordinators and Lenders
- Review file for accuracy and any necessary additional needs to satisfy title requirements
- Conduct closings and notarize closing documents
- Prepare file for funding approval, warehouse file, disburse and balance file and initiate wires
- Ensure timely completion (24-28 hours) of all packages and disbursements to be sent to appropriate companies and individuals, including checks to HST/BKRS
- Other duties as they are assigned

Home Solution Title invests in its employee's development and well-being, empowers them to provide superior customer service and encourages them to serve the communities where they live and work. Home Solution Title is committed to diversity and inclusion. We are an equal opportunity employer.