

CAREER OPPORTUNITIES

✓ **EXAMINER**

✓ **ESCROW OFFICER**

✓ **FIELD RESEARCHER**

✓ **BUSINESS DEVELOPMENT SPECIALIST**

Career details on back of this page .

We encourage you to visit our website and attach your resume through our career page.

<https://www.wheatlandtitle.com/careers/>



Contact Us: 630-892-2323
www.wheatlandtitle.com/



WHEATLAND
TITLE COMPANY
FAMILY OF COMPANIES

Who:

WE ARE WHEATLAND! Do you want to work with a team that puts its people first? Do you want to work for a company that prides itself on company culture and a work-life balance while still helping its employees grow professionally? Wheatland Title Company has been investing in its staff and its belief in its staff since the Company began over 40 years ago. Since then, the Company has steadily grown. We are passionate about our work, and we are passionate about empowering our people to reach their full potential.

What:

- Residential
- Commercial
- Agriculture
- Construction
- Right of Way
- Infrastructure
- Utilities
- Railroads

Where:

LOCATIONS

- Yorkville
- Chicago
- Ottawa
- Mattoon
- Charleston
- Pontiac
- Kankakee
- Sycamore



POSITION: FIELD RESEARCHER

- FULL TIME
- REMOTE WORK WITH SOME LOCAL TRAVEL REQUIRED

WHAT WE DO:

If you enjoy history and research, this is a great career opportunity. Field Researchers, sometimes referred to as Title Searchers, are responsible for researching land records and data which can often be found in the county records systems. Every parcel of real estate has a history, and often that history can be a puzzle, so you will be part of a team piecing together that puzzle. You will prepare research notes and reports that are essential to every real estate transaction. Our team of professionals will train you on how to efficiently use all research platforms, from online research to historical books and maps. We will also teach you how to interpret land maps, plats and legal descriptions.

POSITION : EXAMINER

- FULL TIME
- IN-OFFICE & REMOTE WORK POSSIBLE VARIOUS OFFICE LOCATIONS THROUGHOUT ILLINOIS AVAILABLE

WHAT WE DO:

If you enjoy history and analyzing research, this is a great career opportunity. Our examiners are trained to work in a fast-paced setting to support the Wheatland team in many ways. In the role of Examiner, you will analyze real estate records and data as part of various real estate transactions. These transactions could range from residential to commercial to energy projects, and they can be simple or complex. Every parcel of real estate has a history, and often that history can be a puzzle, so you will be part of a team piecing together that puzzle. Your analysis of the records and data contributes essential information that is critical to the real estate transaction.

POSITION: ESCROW OFFICER

- FULL TIME
- VARIOUS OFFICE LOCATIONS THROUGHOUT ILLINOIS AVAILABLE

WHAT WE DO:

If you enjoy working with money, finance, or real estate, this is a great career opportunity. If you are organized, work well in fast paced environments, and have strong written and verbal communication skills, then this career is really for you! Our Escrow Officers are trained to ensure that every real estate closing at Wheatland Title Company goes smoothly. As an Escrow Officer, you will review real estate documents, organize real estate figures part of a real estate transaction, and complete the legal requirements for a real estate closing in Illinois. Escrow Officers establish strong relationships with customers, especially those customers in the real estate, attorney, realtor and banking industries. You will work with an energetic team to provide superior customer service.

POSITION: BUSINESS DEVELOPMENT SPECIALIST

- FULL TIME
- LOCATION: YORKVILLE
- SOME REMOTE WORK AVAILABLE WITH SOME LOCAL TRAVEL REQUIRED

WHAT WE DO:

Do you have a marketing background or enjoy sales? Are you ready to create connections that become lasting relationships? The role of Business Development Specialist is primarily responsible for prospecting new clients and generating new revenue through sales. As Business Development Specialist, you will work directly with Wheatland's leaders and key personnel to identify, strategize and pursue both new and existing business opportunities. You will be responsible for researching existing sales and customer data as well as organizing and preparing new data systems so that sales and order statistics can be properly monitored.