

Escrow Closer Job Description

Position: Escrow Closer

Job Type: Full-time

Reports To: Escrow Manager

Hours: Monday – Friday, 8:30 AM to 4:30 PM

Location: Crites Title Company, Mattoon, IL & Charleston, IL

Salary Expectations: Starting between \$40,000-\$45,0000; based on experience

For over 40 years, Wheatland Title has been providing title insurance and related services throughout all 102 counties in the State of Illinois. As a full-service title insurance company, we provide our clients with a wide range of title-related services, including land records research, escrow services and recording services. The Wheatland Family of Companies include American Title Company, Crites Title Company, Livingston County Abstract, and Standard Title Company.

Why Join Us? Because We Care!

We offer competitive compensation packages and opportunities for career growth within our organization. We take great pride in the professional development of our employees by offering training and educational opportunities to support individual success and give a strong platform for professional growth. We support and promote our employees' involvement in industry trade organizations, local chamber of commerce, and with our local communities. If you are a dedicated professional with a passion for real estate and title examination, we would love to hear from you. We are passionate about our work, and we are passionate about empowering our people to reach their full potential.

Position Summary:

The Escrow Officer is responsible for overseeing the closing of purchase and refinance transactions, assisting with daily closing department duties at our Crites Title locations – Mattoon & Charleston. Position reports to the Escrow Manager.

Key Responsibilities:

- Perform duties related to commercial and residential purchase and refinance transactions, including but not limited to review of executed closing documents, working with lender correspondent for funding requirements and authorization.
- Assist with preparation of closing statements and preliminary figure requests.
- Coordinates with Post-Closing Department including but not limited to insuring files are in balance, disbursement of files, recording preparation and scanning files to Imaging Department.

Skills & Qualifications:

- High School Diploma
- 2 years of related title/legal experience and/or additional education is preferred.
- Excellent communication and customer service skills.
- Excellent interpersonal and problem-solving skills.
- Excellent organizational skills, strong attention to detail and ability to manage multiple tasks in a fast-paced environment
- Professionalism, maturity, strict discretion, and strong data-protection practices are essential due to the confidential nature of this role.
- Solid computer knowledge (Windows, Word, Excel) required.

Physical Requirements:

- Performing duties seated at computer station.
- Ability to move about office facilities.
- Minor lifting requirements such as files or copy paper boxes as needed.
- Must have reliable transportation.

Benefits:

- Health Insurance
- Dental Insurance
- Vision insurance
- Paid Time-off
- Life Insurance
- 401(k)
- HRA/FSA