

JOB POSITION: Closing Assistant
PRIMARY LOCATION: Superior, WI
POSITION STATUS: Full-time, Non-Exempt, Hourly
POSITION HOURS: Monday – Friday 8:30 am – 5:00 pm (30 min. unpaid break)

Underwritten by Chicago Title Insurance Company, our customers are backed by a 150-year history of financial quality and stability. With an average of over 15 years of experience amongst its staff, Results Title prides itself on employing only the highest quality production staff and closing agents.

Results Title is seeking a Closing Assistant for the Superior, WI office.

JOB DESCRIPTION AND RESPONSIBILITIES (include, but are not limited to):

- Document signing with customer
- Open new buyer and seller files
- Maintain a closing schedule calendar for closers
- Schedule purchase, sale, and refinance closings
- Review commitments and clearing title matters (title clearance knowledge is REQUIRED)
- Draft preliminary documents and entering numbers for HUD-1 or Closing Disclosures
- Final packaging of closing files
- General office duties as needed
- In person attendance and regular attendance required

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in MS Outlook, MS Word, MS Excel
- Professional and clear phone and email etiquette
- STRONG sense of urgency and problem-solving skills
- GREAT attention to detail
- Ability to work in a fast-paced environment with minimal supervision
- Top notch organizational skills & excellent verbal and written communication
- Working knowledge of operating standard office equipment and systems
- Title or real estate background preferred

Compensation: Pay is commensurate with experience and qualifications plus a comprehensive benefits package including medical/dental insurance (and more), 401k Savings and Retirement, and Wellness Program.

If you are interested in applying for this position, please send your cover letter and resume to jobs_5@results.net.

Results Title is an EOE. We are committed to hiring individuals who contribute to the cultural diversity of our workplace. Employment at Results Title is based solely on a person's merit and qualifications directly related to professional competence. Our hiring decisions are guided by our equity value; embracing differences, seeking to eliminate racism and other forms of discrimination, and striving to create a workplace in which everyone matters.