

JOB TITLE: Title & Escrow Coordinator

EMPLOYER: Birchway Title Agency, LLC

REPORTS TO: President

JOB TYPE: Full-time

LOCATION: Varies, remote, hybrid and in office available

SUMMARY: Our Title & Escrow Coordinators are responsible for pre-closing matters, working with buyers, borrowers, sellers, escrow officers, lenders, loan officers, realtors, attorneys, and other real estate professionals to acquire, analyze and organize all necessary documents and title requirements needed to process transactions in preparation for closing. A successful Title & Escrow Coordinator has the potential to grow into escrow officer duties as part of a career path.

DUTIES AND RESPONSIBILITIES:

- Opens escrows and ensures customers receive an acknowledgment.
- Assists in processing transactions with a high degree of quality, including working up preliminary figures for closing disclosures or other closing statements and prepares title documents for closing.
- Orders all necessary documents for closing in a timely manner, including but not limited to payoffs, special tax searches, commission letters, proof of insurance, deeds, surveys and other items as listed on the closing checklist.
- Reviews title requirements and works with the title department and all parties in the transaction to resolve any issues with title.
- Reviews critical due dates in the purchase contract to steward the transaction and keep the closing progressing and on time.
- Maintains records of communication with all partners involved in escrows.
- Follows company standards and applicable state laws when processing transactions.
- Informs escrow officer of any missing items or problems relevant to closing.
- Provides receipts of any funds received for escrow.
- Returns all calls, voicemails, and emails in a timely manner.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- No specific training needed, paralegal a plus
- Detail-orientation, initiative, and practical administrative skills
- Customers service experience, a plus
- Computer skills required: Microsoft Office Suite
- Experience with Qualia, a plus

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to sit
- Frequently required to utilize hand and finger dexterity
- Continually required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually moderate

COMPENSATION:

Base salary, depending on the applicant's experience. Eligible for benefits program, includes paid time off, health insurance, 401K, life insurance, cell phone reimbursement and other benefits as they become available. Additional compensation opportunities depending on company and personnel performance through an annual incentive plan.

ABOUT US:

Birchway Title Agency, LLC is a professional, technology-based title agency providing superior customer service with the capability to close real estate transactions throughout the United States.

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

For more information or to submit a resume please send your inquiries to info@birchwaytitle.com attention Human Resources.

