

## **Escrow Officer**

We are looking for an experienced Escrow Officer.

- Responsible for processing the entire real estate escrow opening, processing and closing process, including compliance with real estate contracts, lender instructions, title requirements and company requirements.
- Completes real estate escrow transactions by determining requirements, clearing titles, assembling, preparing, and reviewing closing documents, disbursing funds.
- Prepares all escrow instructions and amendments, as well as deeds and other closing documents necessary to ensure a smooth escrow closing.
- Prior to closing, confirms all funds are collected, all escrow paperwork has been signed and all recordable documents are checked for accuracy by the title officer.
- Manage and develop client relationships to ensure future real estate closing transactions by providing a high level of customer service and developing ongoing escrow referrals for future escrow transactions
- Assist in the development and marketing of new business

Requirements:

- Must have 5+ years of escrow experience and at least 2 years of Southern California escrow experience.
- Excellent client relations and organizational skills
- RBJ and the full Office Suite experience
- Notary public and must be bondable
- Must be a team player and work collaboratively with team

Required experience:

- Escrow Officer: 5 years