

Mobile Notary Closer (Refinance Transactions)

For 35 years, Greater Illinois Title Company, has striven to exceed customer expectations and committed to providing excellence in customer service. Our mission is to view our customers as our partners in business and to strive to be the industry leader in continuous quality improvement. We specialize in customizing the real estate closing experience for attorneys, lenders, brokers, and construction clientele. We offer an expansive list of title related services to meet the needs of every customer and excel as an industry leader. If you are looking to join a team that is always striving to be at the top of the title industry, you will be a great fit at Greater Illinois Title Company!

Essential job functions and responsibilities:

The Mobile Notary is responsible for all tasks incorporated in the remote signing of the provided closing package.

- Attends the scheduled appointment on time and reached out to introduce themselves prior to the scheduled signing
- Manages the signing of all paperwork related to the real estate closing
- Reviews the closing package prior to the signing to ensure the individuals signing are directed accurately
- Preps the closing package prior to providing to clients
- Communicates with all parties effectively and efficiently: borrower's and Greater Illinois employees
- Responsible for reviewing the closing package after the signing to ensure all the documents have been executed accurately by the correct individuals (signatures, initials, and dates)
- Transmits executed packages back to the correct Greater Illinois Office via UPS or delivering to an office

Qualifications and Requirements

- Must have 1 year of experience in handling remote signings
- Experience in the real estate title industry
- Valid Illinois Driver's License with reliable transportation
- Willingness to travel to several Greater Illinois Title locations for package pick up and drop off (if necessary)
- Notary Public and member of an accredited association preferred
- Flexibility to adjust to last minute changes
- Professional verbal (and written communication skills)
- Adept at problem solving
- Proficient in reading and interpreting real estate specific documents

Job Type: Contract

Schedule: Monday-Friday potential for Saturdays and Sunday appointments

Location: Chicago and Chicagoland suburbs