

**Escrow Closer Position**

For 35 years, Greater Illinois Title Company, has striven to exceed customer expectations and is 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 providing excellent customer service and a quality product. 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 Escrow Closer is responsible for all tasks incorporated in facilitating a real estate closing from start to finish.

- Manages the real estate closing
- Prepares Greater Illinois Title Documents with accuracy for each closing
- Reviews the title commitment and all title clearance presented at the real estate closing to clear all title exceptions/matters
- Preps loan documents and ensures all documents are accurate, executed correctly, and notarized
- Communicates with all parties in a friendly, effective and efficient manner with attorney's, lender, and realtors
- Responsible for making revisions and additions to the Closing Disclosure Form during the closing (if applicable)
- Efficiently collects and transmits all required documents to the Lender to obtain funding authorization
- Ensures that the ledger is in balance, all funds have been received, and disburses according to the signed final Closing Disclosure Form or ALTA Settlement Statement
- Completes all necessary tasks post-closing to transmit a clean package to the Lender and recordable documents to the Policy Department

**Qualifications and Requirements**

- Must have 2 years of experience in handling real estate closings
- Experience in the real estate title industry
- Willingness to travel to other Greater Illinois Title locations, when needed
- Active Notary Public
- Able to work in a fast-paced environment
- Strong multi-tasking skills
- Professional verbal and written communication skills
- Adept at problem solving and reaching resolutions quickly
- Proficient in reading and interpreting real estate specific documents
- Skilled at using Microsoft Office
- Knowledge of Ramquest Software preferred

**Job Type:** Full Time

**Schedule:** Monday-Friday (40+ hours per week)

**Location:** Chicago Loop and Chicagoland suburbs