

## **Escrow Assistant- Full Time**

### **Job description**

We are currently seeking a motivated and enthusiastic individual to serve as an Escrow Assistant in our busy office.

The Escrow Assistant will provide support during the opening, maintaining, and closing of escrow accounts. They assist escrow officers by creating and editing correspondence and documents, maintaining files and records, and providing services to clients pertaining to the sale or refinance of real estate. This person must be able to manage and prioritize multiple projects to meet deadlines within a fast-paced environment and be able to work under minimal supervision.

### **Job Requirements:**

- Effective communication and interpersonal skills, written and verbal
- Ability to articulate challenges and to anticipate and solve problems
- Responsive to client inquiries in a professional and proactive manner
- Works with a sense of urgency in a fast-paced environment, with a strong ability to prioritize, organize, and execute incoming tasks/requests
- Ability to meet/manage deadlines with consistent follow-through
- Enjoys working in partnership or on a team
- Flexible work schedule to allow for occasional overtime

### **Qualifications:**

- 2+ years of experience working in an office environment
- Proficiency in Microsoft Office Programs
- Real Estate industry experience preferred, but not required

We offer a competitive employment package, including full health benefits, 401(k), and an employee stock purchase plan.

If you are passionate about the real estate/title business and enjoy meaningful, challenging work, please apply now to join our team!