

Corporate Settlement Solutions

Job Description

Title	Regional Closing Officer		
Department(s)	National Operations		
Location	Cleveland	Travel Required	Day travel
Reports to	EVP, Branch Operations		

Job summary Examine a purchase agreement, discern what needs to be done to close the sale of the property, coordinate and follow-up on outstanding issues to transfer ownership from seller to buyer while building trusting relationships with business partners.

Summary of essential job functions

- Review purchase agreement and research encumbrances to transfer ownership including but not limited to; mortgages, tax liens, contractor liens, tax assessments, and utility assessments.
- Prepare closing statements ensuring accurate calculations that include but are not limited to; lender fees, proration of taxes, proration of association dues, insurance, and realtor commissions.
- Follow through with post closing duties including but not limited to; government filing, disbursement of funds, ensure buyer has clear title, ensure lender has first lien.
- Facilitate real estate closing transaction coordinating communications between buyers, sellers, realtors, lenders and attorneys.
- Actively build trusting relationships with customers and business partners to precipitate repeat business and generate referrals for new business.
- Contribute to the overall success of the office team which may include; answering telephones, clerical duties, relationship building with customers, and schedule closings.

Minimum requirements

- 2+ years experience processing closings in multiple states
- Valid drivers license
- Knowledge of elements and legalities involved in a real estate transaction
- Analyze information and use logic to address work related issues and problems
- Careful about details and thorough in completing work tasks
- Must maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Accepting of criticism and able to deal calmly and effectively with high stress situations
- Open to change and considerable variety in the workplace
- Pleasant with others on the job and displaying a good natured cooperative attitude
- Actively look for ways to help other people
- Computer skills; MS Office suite, ability to search and read electronic files

Abilities required

- Actively listen and comprehend spoke words and sentences
- Speak clearly so others can understand you
- Apply general rules to specific problems to produce answers that make sense
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Recognize when something is going wrong or likely to go wrong and seek appropriate guidance

Additional information

HR use only			
Pay grade	TBD	Management? (Yes/No)	No
Last Revised	3/5/10	Exempt/Nonexempt Status	NE

