



Musselman Abstract is looking to hire a full time Closing Processor. A successful candidate must have excellent attention to detail, ability to multitask in a fast-paced environment, a customer-focused mindset, strong self-motivation, the ability to research and problem solve, and a positive team approach.

### **Job Description:**

Closing Processor will assist the Escrow Closing Officers with the closing process from beginning to completion through various administrative and clerical tasks, clearing title matters and funding the transaction.

### **Primary Duties & Responsibilities**

*Some or all the following duties & responsibilities may be assigned to the Closing Processor as business needs dictate:*

- Prior to the closing, assist the Escrow Closing team in the processing of residential and commercial closing files in some or all the following tasks:
  - Open title and closing file within the operating system (SoftPro);
  - Review sales contract and loan documents to ensure compliance at closing, noting appropriate “target” dates such as the title/survey objection date;
  - Review title commitment to be certain what requirements must be met in order to issue final title policy(ies), and works with Escrow Closing Officer to complete requirements;
  - Obtain payoffs from lenders, homeowner/condominium associations, water, sewer & trash servicing companies, county and city taxing authorities and any other person/entity necessary in the transaction;
  - Contact and establish professional relationships with real estate agents, loan officers, buyers, sellers, borrowers and others involved in the real estate transaction;
  - Collect and prepare necessary documentation to complete the closing transaction;
- Upon completion of the closing transaction, assist the Escrow Closing team in the post-closing process, in some or all of the following tasks:
  - Review all signed documents and prepare documents for recording;
  - Prepare final loan package and send to lender;
  - Review closing ledger for accuracy and disburse file in accordance with ledger and lender’s closing instructions, including the printing of checks, initiation of wires, if any; approve wires (not initiated by processor); send payoffs and other checks;
- Welcome customers and answer phones in a professional manner; provide exceptional written and verbal communication to agents and clients.
- Address customer needs in a prompt, professional and courteous manner.



- Correspond with lenders, builders, agents and attorneys as needed.
- Other duties as assigned.

### **Requirements**

- Attention to detail catching even minor discrepancies.
- Ability to thrive in a fast paced, deadline driven environment.
- Excellent at multi-tasking.
- Strong customer service skills.
- Work well independently and in a group setting.
- Team focused.
- Ability to grasp and retain concepts while on the job training.
- Proficiency in MS Office applications (Word, Excel) title insurance software and/or mortgage loan closing software.
- High school diploma or GED required (bachelor's degree or paralegal certified preferred).
- Fluency in English, with preference for bi/multi-lingual candidates.

### **Preferred**

- Experience in real estate processing in the closing, title insurance or mortgage industry.
- Familiarity with standard title, closing and mortgage lending concepts, practices and procedures.
- Experience with closing software (SoftPro).

The Closing Processor is a full time, salaried position with benefits including:

- Health, dental and life insurance.
- 401(k) Safe Harbor matching program.
- Paid time off.
- Holiday leave schedule.
- On-site monthly massage.
- Paid parking.
- Paid maternity leave.
- Paid bereavement leave.
- Team building activities and ongoing training.

To apply, please email resume with subject line "Closing Processor Position" to [Jlhrig@MusselmanAbs.com](mailto:Jlhrig@MusselmanAbs.com)