

Closing Assistant

Summary

Works in conjunction with and alongside senior team members. Coordinates all aspects of the closing process. Communicates with lenders and borrowers regarding all aspects of the closing. Prepares CD's and/or HUD-1 settlement statements according to federal regulations and client instructions. Ensures the company is able to provide a clean final policy to the lender at closing. Reviews executed documents. Ensures documents are properly recorded. Provides superior customer service. Routinely interacts with clients, vendors, and others. Represents WebTitle Agency/CLS in a professional manner and maintains positive relationships with related organizations.

General Characteristics

Applies a thorough knowledge of settlement practices and principles. Applies knowledge and expertise through training and experience to resolve crucial issues and unique conditions. Keeps informed of new methods and developments. Recommends new practices. Must be extremely detail oriented and able to multi-task.

Direction Received

Reports to and receives direction from the senior team members.

Typical Duties and Responsibilities

1. Prioritizes daily tasks related to lender closings;
2. Assists other team members in prioritizing daily work flow pertaining to individual files;
3. Assists in training other team members as necessary.
4. Prepare accurate fee quotes;
5. Coordinate shipment of completed product to client;
6. Advise the client as to any title issues, verbally and in written form;
7. Obtain up to date payoff information;
8. Obtain HOI binders (per client requirements);
9. Obtain Condo/HOA statements;
10. Ensure title is clear prior to closing;
11. Schedule continuations prior to closing;
12. Communicate clearly with the lender and borrower;

13. Schedule closing;
14. Advise lender/borrower of issues, closing times and cash to close requirements;
15. Ensure closing documents are received timely;
16. Prepares a CD or HUD-1 Settlement Statement pursuant to RESPA and lender's requirements;
17. Prepare title affidavits;
18. Updates Greenfolders with all notes for closing and post-closing;
19. Perform additional tasks as requested by manager.

Responsibilities for Direction of Others

This is a responsible, non-supervisory position.

Requirements

- 5+ years of related experience, Real Estate Paralegal training or lender processing experience a plus
- Ability to learn and adjust quickly
- Scheduling flexibility pursuant to client demands
- Must be extremely detail oriented and able to multi-task
- Must be able to identify problems
- Must be able to stay positive in what can be a time sensitive, high stress role.