



<https://nationalintegritytitle.com/job/title-insurance-closer/>

Title Insurance Closer

Description

A title closer is a professional who plays a crucial role in real estate transactions. Their primary responsibilities include negotiating with lenders from contract to closing short sale transactions, ordering title commitments, lien searches, and property surveys.

Responsibilities

- Review all documents related to the closing process, including lender closing instructions and conveyancing
- Prepare Closing disclosure settlement statement
- Processing documents for recording
- Be familiar with NJ tax and municipal liens
- Heavy communication with lenders, banks, legal offices, and real estate offices

Qualifications

- At least 3 years reviewing title commitments
- NJ and/or PA Producers License
- Notary Public
- Excellent interpersonal communication skills (both written and verbal)
- Maintain a professional appearance and providing a positive company image

Job Benefits

- Competitive Salary
- Paid Vacation
- Comprehensive Benefit Package (Medical, Dental and Vision Insurance)
- 401k Savings Match Plan

Hiring organization

National Integrity Title

Employment Type

Full-time

Job Location

1 Holtec Drive, 08053, Marlton,
New Jersey, USA

Date posted

August 14, 2024