

**Escrow Officer:**

We are looking for an experienced Escrow Officer in our office in The Woodlands, TX. The Escrow Officer is responsible for managing real estate escrow transactions and delivering quality customer service. The Escrow Officer is responsible for managing real estate escrow transactions and delivering quality customer service.

**Responsibilities include but are not limited to:**

- Manages and coordinates escrow activities including, clearing title, preparing documents (CD's/HUD's), disbursing funds, initiating wires, cutting checks, balancing files, and settling contracts.
- Prepares all closing documents necessary to ensure title insurance is issued at closing.
- Reviews and eradicates all title defects, liens, judgments, claims, bankruptcies, etc.
- Records, prepares, and initiates documents using RamQuest software.
- Develops and maintains client relationships.
- Examines records such as deeds, deeds of trust, liens, judgments, easements, and plot and map books to determine ownership, encumbrances and verifies legal description of property.

**Who you are:**

You work well with others. You are a team player and mentor your closing assistants. You are good with mathematical calculations but also comfortable calling lenders, taxing authorities and others to obtain information. You can juggle multiple priorities and are very time conscious. You understand the importance of closing dates and work diligently to ensure real estate transactions close on time. You carry yourself professionally and represent the company both internally and externally.

**Qualifications:**

- Experience as a licensed escrow officer.
- Working knowledge of RamQuest and FileScan; CloseSimple is a plus.
- Proven history of meeting and exceeding target goals and growing book of business.
- Current Notary for State of Texas.
- Comprehensive understanding of standard closing concepts, practices, and procedures of the real estate settlement industry. Ability and willingness to make phone calls and follow-up diligently on required items.
- Possesses a 'do it now' mentality.
- Ability to communicate with lenders and other parties in a positive, friendly, and helpful way.
- Understanding of concepts needed to balance a real estate transaction.
- Very quality conscious; takes extreme pride in work done well.
- Ability to professionally manage challenging customers, to diffuse conflict situations and resolve closing issues quickly.
- Ability to work on multiple files concurrently without making errors.
- Exemplary organizational skills.
- Ability to manage high volume transactions in a paperless environment.
- Good computer skills including proficiency with closing software and Microsoft Word.