



Escrow/Closing Agent

Company: Peninsula Title Agency, Inc.

Location: Crystal Falls, Michigan

Position: Full-Time

Position Summary

Peninsula Title Agency, Inc. is seeking a full-time **Escrow/Closing Agent** for its Crystal Falls office. This position coordinates and conducts real estate closings and works closely with buyers, sellers, lenders, real estate professionals, attorneys, and other parties involved in real estate transactions.

The ideal candidate is organized, detail-oriented, comfortable working with numbers and deadlines, and able to manage multiple transactions in a fast-paced office environment. Previous real estate, title, banking, or lending experience is preferred but is not required. Training will be provided for the right candidate.

Primary Responsibilities

- Coordinate residential and other real estate closing transactions from receipt of closing information through completion.
- Communicate with buyers, sellers, lenders, real estate agents, attorneys, and other parties regarding closing requirements.
- Gather and review information and documents needed to prepare for closings.
- Prepare settlement and closing documents.
- Review lender instructions and ensure closing requirements are completed.
- Calculate and verify closing figures, payoffs, prorations, taxes, fees, and other transaction amounts.
- Schedule and conduct real estate closings.
- Explain closing documents and obtain required signatures.
- Receive, account for, and disburse funds associated with real estate transactions.
- Ensure documents are properly executed and prepared for recording.
- Maintain accurate electronic and paper transaction files.
- Follow established escrow, title, privacy, security, and accounting procedures.
- Respond to customer questions and provide professional customer service throughout the closing process.
- Coordinate with other Peninsula Title Agency staff to ensure transactions are completed accurately and on schedule.
- Perform other duties to support daily office operation as needed.

Qualifications

- Strong computer skills and ability to learn industry-specific software.
- Strong attention to detail and accuracy.
- Ability to work with numbers and financial information.



Peninsula Title Agency, Inc.

Real Estate Title & Closing Services

Your Property, Our Priority - Every Step of the Way

- Ability to organize and prioritize multiple files and deadlines.
- Strong written and verbal communication skills.
- Professional and courteous customer service skills.
- Ability to maintain confidentiality when handling financial and personal information.
- Ability to work independently as well as part of a team.
- Real estate, title, mortgage lending, banking, legal, or related experience is preferred but not required.
- High school diploma or equivalent required.

Work Environment

This is a full-time, office-based position at Peninsula Title Agency's Crystal Falls location. The position involves frequent computer and telephone work, interaction with customers and professionals, detailed document review, and management of time-sensitive transactions in a fast-paced environment.

Compensation

Competitive pay based on experience and qualifications.

How to Apply

Send a resume to **peninsula@pentitle.net**

Peninsula Title Agency, Inc. is an equal opportunity employer.