



Example of Escrow Job Description

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Our innovative and growing company is hiring for an escrow. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for escrow

- Ensure department orders tax service contracts with appropriate company timely
- Order and send out title commitments and lender title requests
- Upload and process all items received through FAST Work Queues
- Perform administrative and clerical duties to assist in the escrow process
- Adhere to the rules and regulations of escrow within all operations
- Ensure the reconciliation and timely payments of all regularly scheduled real estate tax and insurance disbursements to avoid penalties and interest for late payments
- Provide guidance, training and ensure all direct supports are in full compliance with all regulatory requirements, procedures and policies
- Review and approve all insurance & tax reports, insurance loss claim checks and lender placed insurance
- Respond to customer inquiries, errors or complaints that pertain to escrow
- Provide reports to management that demonstrate an effective process and control within the escrow area

Qualifications for escrow

- Minimum of 1 year of experience in Escrow handling frontend processing required
- Minimum of 1-2 years experience as an Escrow Asst I or a minimum of 3 years experience in a related real estate or title field
- 5+ years loan servicing experience and/or training

- Must be able to prioritize, organize, delegate assignments and handle multiple tasks/projects simultaneously
- Monitor work-q's for fee requests, Closing Disclosure and Settlement Statement preparation