



Example of Escrow Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of escrow. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for escrow

- Responsible for spotting potential closing issues and resolve timely and professionally
- Schedule closings
- Send out projected completion date/closing letters for each buyer
- Manage the loan progress reports from lenders, follow up with Sales Associate on Buyers that are not in compliance with the contract terms, send letters to Buyers for non-performance once the communication with the Buyer by the Sales Associate has occurred
- Receive and review all HUDS before each closing
- Maintain all open and closed escrow files and ensure proper filing
- Order appraisals and PWC as needed
- Must review files for potential closing issues and resolve timely and professionally
- Must attract and maintain a base of customers
- Must prioritize, meet deadlines, and handle multiple tasks

Qualifications for escrow

- Strong customer service orientation * Detail orientation * Excellent verbal communication * Problem solving skills * Strong organizational skills * High School diploma or equivalent * 1- 2 years experience as an Escrow Asst I or a minimum of 3 years experience in a related real estate or title field

- Minimum of two (2) years of experience in an office support position
- Must have at least one (1) year of experience in homebuilding, real estate, lender or escrow fields
- Must have a active FL Escrow Officer license