**Closer Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Closer to be responsible for driving all relevant parties toward a drop-dead closing date. The ideal candidate must possess a fanatical sense of urgency, be the advocate for the client - leading the process, driven to get the deal done, understand how business and finances work as well as the auction process, ensure the client has confidence in the closer’s knowledge base.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Directly communicate with clients, borrowers, real estate agents, lenders, and banks throughout the entire title and settlement process
* Work as part of a customer-focused team ensuring timely delivery of documentation and information needed to facilitate closings
* Preparation of legal, insurance, and settlement documents including commitments, closing disclosures, affidavits, and recordable instruments under the supervision of staff and management
* Procurement of third party documentation, tax information, judgment and payoff statements, and homeowner's and condominium association certifications
* Possess the ability to work independently, and on special projects when necessary
* Adherence to company policies, industry, and government regulations and practices

### About you

* Minimum of [insert number] years of closing experience
* Thorough understanding of due diligence, contract negotiations, and bank financing
* Excellent communication and negotiation skills
* Ability to set deadlines and have them met
* Ability to handle multiple tasks under tight time constraints
* Ability to identify obstacles and work around them
* Ability to work in a fast-paced, high volume, market-driven work environment, while remaining motivated and focused on the client
* Ability to secure stakeholder buy-in of strategy to get the deal closed
* Ability to handle confidential material in a professional, highly ethical manner and interact with the client with candor and full disclosure
* Optimistic, passionate, honest, team-player

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]