**Escrow Assistant 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 an Escrow Assistant to be responsible for processing title and escrow agreements while communicating with all parties involved in the transaction.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Opens orders and package new escrow packages
* Prepares documents for closing and handles the complete disbursement and follow up of all escrow transactions
* Review and Package loan documents, order insurance, and closings as required
* Interprets earnest money agreements as they relate to closing and prepare all documents required for transactions
* Receipt in checks and wires - process, balance, and complete daily banking
* Perform other duties as requested including assistance to team members when the need arises
* Filling in for the Escrow Officer when they are out sick, on vacation, or meeting with clients

### About you

* Excellent verbal and written communication skills
* Excellent interpersonal and customer service skills
* Ability to prioritize and handle multiple projects
* Strong attention to detail and organizational skills
* Proficient in Microsoft Office Suite and Outlook

### 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]