**Title 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 Title Closer experienced in reviewing deed chains and mortgage documents to ensure that there are no breaks in the chain of title and verify legal description accuracy.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Open and close files for purchases and refinances
* Review commitments and handle title issues
* Obtain payoffs/estoppels
* Order searches and obtain lien satisfactions
* Order title policies
* Prepare closing statements and other documents
* Perform closings
* Post-closing warehousing
* Precise accounting of each file
* Assist with escrow reconciliation
* Contract to closing; all tasks in between
* Maintain Notary Public required
* Licensed Title Agent preferred but not required
* Provide the most excellent customer service to agents, lenders, and customers

### About you

* Strong customer service-oriented individual with good verbal and written communication skills for interaction with a variety of people inside and outside of the organization.
* Ability to elicit, analyze, and evaluate given information from buyers, sellers, and lenders.
* The candidate should possess a strong work ethic and excellent organizational skills as well as a detail-oriented aptitude.
* General administrative abilities should include typing, filing, and the use of a computer, calculator, copier, and facsimile machines.

### 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]