

MODERN

abstract and title

ESCROW TITLE FUNDER

JOB SUMMARY:

Our ideal candidate will be responsible for funding transactions after all parties have signed as well as assisting the Escrow team with other duties. You are attentive to detail with a strong understanding of numbers and will balance and fund files, timely and accurately. Along with post-closing responsibilities, you will also read contracts, commitments, and orders in preparation for closing. You must be proactive and able to multi-task, communicate professionally internally and externally, all while maintaining multiple files. You will also be responsible for wiring funds, cutting checks, recording the appropriate documentation, as well as transmitting the appropriate documents to lenders/parties.

OTHER DUTIES:

- Review earnest money contracts as they relate to closing and prepare all documents required for transactions
- Answer phones in a professional manner, capture pertinent information from clients, and route incoming calls to proper person
- Assist in compiling post-closing packages and funding of refinances and purchases
- Assist to
- Professionally compose emails and other correspondence to clients
- Provide funding status updates to all parties pertaining to the transaction
- Perform additional tasks needed from supervisor

TRULY REMARKABLE SERVICE:

- We are looking for a friendly, outgoing, well-organized person with a strong work ethic and desire to find solutions to help customers have a truly remarkable experience closing their real estate transactions.
- Must create a positive image of the company through a professional appearance, actions, and conduct to fellow employees and customers

PREFERRED EXPERIENCE:

- A High School Diploma or equivalent is required
- Experience with SoftPro is preferred, but not required
- Good grasp of Math & Real Estate Concepts
- Excellent written and verbal communication
- Customer Service with a Positive & Team Player Type of attitude

BENEFITS:

- Paid sick days and vacation days
- Paid holidays
- Career growth opportunities
- Training and Development
- Medical/Dental/Vision
- Paid Holidays and Vacation
- 401(k)
- Corporate Discounts
- Employee Assistance Program

EDUCATION AND EXPERIENCE:

- Completion of a High School diploma or GED required.
- Minimum of 2 years' experience as an Escrow Assistant with direct Funding experience preferred.
- Experience with SoftPro is preferred, but not required
- Good grasp of Math & Real Estate Concepts
- Excellent written and verbal communication
- Customer Service with a Positive & Team Player Type of attitude

JOB TYPE: FULL-TIME/IN-OFFICE

Location: Durant, OK

Schedule: Monday through Friday, 8:00am-5pm

Job Type: Full-time

Pay: \$30-40,000 annually depending on experience

Benefits:

- Career growth opportunities
- Training and Development
- Medical/Dental/Vision
- Paid Holidays and Vacation
- 401(k)
- Corporate Discounts
- Employee Assistance Program

Equal Employment and Nondiscrimination

At Modern, our commitment to diversity and inclusion is helping us to create not only a great place to work, but also an environment where our employees, our customers and our communities can reach their goals and connect with each other. Modern takes affirmative action to ensure that applicants are recruited and employed, and that employees are treated

during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, disability, history of disability, veteran status, nationality, or sex/gender. Some state or local laws also specifically prohibit discrimination on the basis of additional classifications, which may include ancestry, citizenship status, political affiliation, gender identity, sexual orientation, marital status and/or parental status.