



Escrow Assistant

Position Type: Full-Time

Location: Prescott, AZ

Description:

The Escrow Assistant provides clerical and administrative support to the escrow team while assisting with the processing of escrow transactions. Successful Escrow Assistants are dependable, cooperative, diligent, detailed, and disciplined.

Typical duties of the position may include:

- Answering multiple phone lines.
- Receiving, distributing, and replying to emails as needed.
- Using typical office equipment such as copiers, scanners, and fax machines.
- Receiving purchase contracts/escrow instructions and assisting in the preparation of the transaction for closing by receipting earnest money funds, entering data, and ordering title reports.
- Assisting in preparing transactions for closing of escrow by reviewing title reports for accuracy, clearing title report requirements, and providing documentation for the completion of the transaction and loan processing.
- Providing updates and answering inquiries from sellers, buyers, agents, and lenders.

The Escrow Assistant may be assigned additional tasks in support of the department's goals.

Skills and Abilities:

- Ability to type 40+ WPM
- Strong oral and written communication skills
- High level of organizational skills and attention to detail
- Basic knowledge of escrow practices and terminology
- Strong computer skills with working knowledge of Microsoft Office and Impact
- Proficiency in the use of a 10-key calculator
- Strong math skills

Salary:

Competitive and commensurate with experience, plus a robust benefits package.

Application Process:

Please submit a cover letter, detailed resume, and copy of recent typing test (if available) to personnel@ptaaz.com. Please include "Junction" in the subject line.



WHAT WE DO: Yavapai Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through our 8 branches throughout Yavapai county.

WHO WE ARE: Since 1963, Yavapai Title Agency has been Yavapai County's hometown title agency and real estate resource. Yavapai Title Agency remains the only locally owned and operated title company in the county.

Not only are we passionate about our customers, we also strive to support the growth of our employees and the causes that are important to them.

We are a local business that cares deeply about Arizona and the community we serve.

