



Escrow Assistant

Position Type: Full-Time
Location: Camp Verde, 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:

- 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 Escrow Officers with closing out transactions, closing packages and disbursing files.
- 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.
- Assist in providing coverage for the front desk as needed.

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
- Strong computer skills with working knowledge of Microsoft Office
- Proficiency in the use of a 10-key calculator
- Strong math skills

Salary:

Competitive and commensurate with education and/or experience. Benefit package includes 401(k) Matching, Medical, Dental, Vision, and more.

Application Process:

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

Yavapai Title Agency provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, and any other characteristic protected by law.



WHAT WE DO: Yavapai Title Agency provides title 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.



www.yavapaititle.com