



NY Closing Assistant

The work of a NY Closing Assistant will include a variety of responsibilities and will require experience with the entire closing process from start to finish. This position will require someone that is comfortable working in a fast-paced environment, has a knack for customer service, is both detail-oriented and organized, and has great problem-solving capabilities. This position will be based out of our satellite office in Hoboken, NJ.

Some of their responsibilities include:

ESSENTIAL DUTIES & RESPONSIBILITIES

- Enter title orders with the abstractor via Red Vision's online portal
- Examine and prepare title commitments upon receipt of the county search
- Generate title bills for both purchases and refinances to reflect all changes/updates
- Obtain payoffs when necessary
- Schedule closings and assign title closer after confirming dates and times with attorneys and lenders
- Prepare and distribute commercial and residential owner's and loan policies
- Prepare closing packages for title closers to include policies, title report, final bills, affidavits
- Handle post-closing follow ups such as escrows, recordings, and final policy endorsements

DESIRED COMPETENCIES

- Experience with AccuTitle or other title related software
- Knowledge of recordings and clearance of exceptions and old mortgages
- Familiar with rate calculations, mortgage and transfer tax
- Some knowledge of new 2018 New York Regulations

REQUIRED SKILLS & QUALIFICATIONS

- At least 3 years of experience with NY title clearance and settlement
- Strong attention to detail and organizational skills
- Ability to prioritize and meet deadlines
- Uses logical thought processes to analyze data, draw conclusions and solve problems
- Ability to work well under pressure and meet deadlines
- Excellent customer relations and interpersonal relation skills
- Strong written and verbal communication skills
- Ability to take initiative
- Telephone and email etiquette are a must

Simplicity Title, LLC is an equal opportunity employer that values each contributing member of its team and consistently offers a competitive benefits package. Full-time employees are eligible for medical, dental, vision, term-life, Aflac, and retirement benefits in addition to a generous bank of paid-time off. We are looking to grow our family and are in search of qualified candidates with an expansive skillset, a desire to learn and grow their talents, a great respect for those that they work with, and immense dedication to providing quality service. If you share these same values, please apply for an opportunity to join our team!