

Baird & Warner is currently seeking to fill a Full Time Title Closer position based in our Lincoln Park Sales Office and covering other Chicago area Sales Offices.

FULL TIME TITLE CLOSER (W-2 Employee)

Job Summary

Attends and manages real estate closings.. The Closing Officer acts as the business liaison between the Title Department and the assigned Baird & Warner Sales Offices.

- Responsible for entering closing figures and balancing files.
- Prepares miscellaneous documents required at closing.
- Reviews title commitment and is responsible for all title clearance.
- Calculates and prepares mortgage payoffs.
- Acts as the liaison between attorneys and lenders prior to closing.
- Prepares balance sheet and checks for closing.
- Prepares attorney split sheet.
- Attends all required real estate closings as assigned by Operations Manager.
- Responsible for proper disbursement of funds.
- Attends assigned Baird & Warner office meetings.
- Participates with Baird & Warner agents at branch office functions.

Qualifications

- Excellent mathematical skills
- Ability to manage multiple tasks
- Excellent organizational skills (attention to detail)
- Excellent communication skills (written and verbal)
- Ability to work with confidential information and data
- Knowledge of office equipment (computers, fax machines, printers, telephone systems and calculators)
- Valid Drivers License and reliable transportation necessary.

At Baird & Warner we believe our Employees and Sales Associates are the fabric of our business and that is why we take such pride in the fact that we can offer the best. Some of the distinct advantages Baird & Warner offers include:

- Outstanding branding and a trusted name.
- Dynamic, involved, independent local ownership since 1855.
- **Competitive salary and benefits.**
- ...and much, much more!

Baird & Warner is a cutting edge company that provides the latest technology and services to our Sales Associates which have helped build our company to one of the most successful real estate brokerages in Illinois.

Resumes with salary requirements or salary history should be submitted to jobs@bairdwarner.com. Please reference Full Time Title Closer. Baird & Warner is an equal opportunity employer.