**Real Estate Loan Closer**

**Role:**

Responsible for all functions related to real estate loan closing, working with all internal and external parties to balance final figures, prep final closing docs, and finalize any outstanding loan conditions to ensure a smooth and timely loan closing for the borrower, loan officer and title company.

**Essential Functions & Responsibilities:**

* Prepare and Send Initial Closing Disclosure within allowable compliance deadlines to meet scheduled loan closing.
* Prepare and send final closing package to borrower, loan officer and/or settlement agent as necessary.
* Coordinate with Title Agent to balance final figures prior to final closing disclosures.
* Complete final Verification of Employment and clear other closing conditions as required by underwriting.
* Act as primary back up for loan fundings as needed.
* Perform other job related duties as assigned.

**Knowledge and Skills:**

**Experience:** 1 to 3 years in related field

**Education:** (1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g. information technology certifications in lieu of a degree).

**Interpersonal Skills:** Work involves extensive personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Other Skills:** Must have good communication skills and a proactive approach to problem solving.

**Work Environment:** Position is eligible to work remotely during business hours and flexible hours per approval from supervisor.

**Please send resume to:** [**careers@rrcu.org**](mailto:careers@rrcu.org) **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**