

# Pioneer Title Agency

COMMITMENT TO SERVICE



## Escrow Assistant

**Position Type:** Full-Time

**Location:** Pinetop, AZ

### Description:

The Escrow Assistant provides clerical and administrative support to the escrow team while assisting with the processing of escrow transactions.

Typical duties of the position may include:

- Receive purchase contracts/escrow instructions and assist in the preparation of the transaction for closing by receipting earnest money funds, entering data, and ordering title reports.
- Assist 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.
- Provide updates and answer 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](mailto:personnel@ptaaz.com). Please include "Pinetop" in the subject line.

**WHAT WE DO:** Pioneer Title Agency provides insurance, escrow, account servicing, trustee sales, and builder-related trust services to our customers through nearly 60 branches across Arizona.

**WHO WE ARE:** Pioneer Title Agency is more than just a family-owned business – we are a business made up of dozens of actual families and hundreds of friends whose relationships and real estate expertise predate our official founding in 1985.

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 communities we serve.

"We are committed to serving each other.

We are committed to serving our customers.

We are committed to serving our local communities."

[www.ptaaz.com](http://www.ptaaz.com)