



# BENCHMARK BANK

## JOB DESCRIPTION

POSITION: Commercial Escrow Assistant  
DEPARTMENT(S): Benchmark Title/Uptown location  
STATUS: Full Time  
EXEMPT STATUS: Non-Exempt  
HOURS: 8:00am-5:00pm  
REPORTS TO: TBD

## MAJOR DUTIES AND RESPONSIBILITIES:

Commercial Escrow Assistant will perform a variety of escrow preparatory and curative duties related to real estate closing process and day to day administrative work. Work is performed on a high volume team working with Texas specific transactions as well as non-Texas transactions. Responsibilities include, but are not limited to, data entry for title related items, preparation of title documents and associated documentation, updating vendors or clients with case status and title related issues, and updating case management system with corresponding information.

### Essential Functions:

- Review title commitment and various other documents to assist in resolution of escrow issues and ensure title is clear in order to move the transaction to close in a timely manner
- Proactively work reports in accordance with client imposed or internal timeline/deadline requirements
- Maintain communication with clients and internal co-workers regarding status and progress of title issues and resolution of title issues in order to close
- Interacting with attorneys, borrowers, vendors and third parties to the real estate closing action
- Interact with lenders, underwriters and other 3<sup>rd</sup> parties when issues arise during the process to help resolve title deficiencies
- Review, research, identify and assist in resolving title issues for commercial properties
- Assist Escrow Officer with necessary administrative tasks

### Job Qualifications:

- College degree or equivalent work experience
- Proficiency in Microsoft Office Suite including Word, Excel and Outlook
- Creative problem solving skills
- Ability to interact successfully with both internal and external customers at all levels
- Ability to multi task, prioritize and be flexible with changing business needs in a team environment
- Ability to work in an accurate, detail-oriented and highly productive manner
- Customer service orientation. Ability to communicate professionally, both verbally and in writing

**All qualified applicants will receive consideration for employment without regard to race, ethnicity, gender, sexual orientation, religion, color, age, disability, veteran status, national origin, ancestry, gender identity, marital status, citizenship status, medical condition (including pregnancy), or any other characteristics as specified by the applicable laws.**