

Escrow Assistant

Full-time position available in our Hartland office. Hours 8 to 5 with one hour lunch.

Responsibilities:

Work with Frontier office staff in addition to lenders, Builders & Homeowners to complete draws for residential, Agricultural and Commercial new construction and remodel projects.

Requirements:

- High school diploma or equivalent
- Proficient in typing
- Knowledge of Word and Excel
- Excellent communication and organizational skill

What we offer:

Salary: Hourly pay commensurate with experience

401k, Health, dental, vision care plans, Life insurance

Job Type: Full-time

Qualification Questions

You have requested that candidates answer the following questions:

- How many years of Escrow experience do you have?
- Have you completed the following level of education: High school or equivalent?
- Do you have the following license or certification: Driver's License?