

**Now Hiring!**

Full-time Position (Starting Salary $12.00 depending on experience)

Closing Assistant – Oak Park, IL

* Handle incoming department email boxes and forward to appropriate staff member or file
* Interact with lender and attorney clients to gather necessary information for real estate closings
* Learn software, understand Chicago metro area and be able to schedule personnel for real estate closings
* Learn to review lender packages and fund files
* Ability to use a variety of office machines
* Basic computer literacy
* Customer service focused
* Work well under pressure
* Remain flexible under changing schedules and demands
* Fast paced environment in the financial sector. Local, customer focused company

Please forward your resume to Mary Pellegrini for consideration [mpellegrini@prairietitle.com](mailto:mpellegrini@prairietitle.com)