

# Escrow Assistant

**Location:** Treasure Valley, Idaho (Onsite/In-Person)

**Department:** Escrow Team

**Status:** Non-Exempt, Full-Time

**Reports To:** Escrow Team Leader

## About Us

At Venture Title & Escrow, we're a locally and team-owned company that puts people first. We're committed to delivering a Simple, Predictable, and Personal experience for our clients while supporting the growth and success of our team. Our culture is built around our VIBE values—Integrity, Boldness, Excellence, and a commitment to Invest, Inspire, and Empower—and we take pride in serving the Treasure Valley with care, consistency, and heart.

## About the Role

As an Escrow Assistant, you'll play a vital role in supporting the escrow team and ensuring real estate transactions move forward smoothly and efficiently. Working closely with an Escrow Officer, you'll help coordinate the details of each transaction while maintaining consistent communication with lenders, real estate agents, buyers, and sellers. This role is ideal for someone who is highly organized, detail-oriented, and thrives in a fast-paced environment where accuracy and customer service matter.

## What You'll Do

In this role, you will:

### Support Escrow File Management

- Assist the Escrow Officer with file setup, scheduling, and coordination of closing activities.
- Monitor escrow files throughout the life of the transaction to ensure required documentation and deadlines are met.
- Ensure all related documents and correspondence are properly maintained in ResWare.
- Answer rollover calls and provide backup support to the escrow team when needed.

### Coordinate Closing Preparation

- Compile loan documents, title commitments, and real estate agent instructions.
- Review real estate contracts, lender instructions, and closing requirements.
- Verify commission requests with real estate agents.
- Check files for mortgage payoffs or loan assumptions from mortgage companies

### Assist with Closings

- Conduct closing transactions as a neutral third party when required.

- Obtain signatures from buyers, sellers, and other principal parties on required closing documents.
- Answer questions from buyers and sellers regarding transaction details.

### **Communicate with Transaction Parties**

- Maintain consistent phone and email communication with Realtors, lenders, buyers, and sellers.
- Provide updates regarding file status and assist the Escrow Officer with communications to lenders and agents.

### **Support Title and Curative Work**

- Review title commitments for accuracy and assist with clearing title issues when necessary.
- Address pre- and post-closing curative matters and prepare curative documents when needed.
- Communicate curative issues and processes with transaction parties.

### **Assist with Closing and Funding Processes**

- Assist the Escrow Officer in obtaining funding numbers for closings.
- Provide backup support for centralized funding operations when necessary.

### **Ensure Compliance and Risk Management**

- Comply with Trust Accounting standards and company policies.
- Follow all state, federal, and company regulations related to settlement services, including Department of Insurance guidelines and CFPB requirements.
- Support the escrow team in maintaining operational accuracy and strong risk management practices.

## **What We're Looking For**

### **Must-Haves:**

- Minimum one year of escrow experience
- General understanding of real estate contracts and closing processes
- Strong verbal and written communication skills
- Excellent interpersonal skills and professional email/phone etiquette
- Highly organized with strong attention to detail and deadlines
- Ability to multitask and work effectively under pressure
- Proficiency with Microsoft Office (Word, Excel, Outlook)

### **Nice-to-Haves:**

- Experience with ResWare or similar title production software
- Familiarity with paperless production environments
- Working knowledge of closing disclosures, lender requirements, and title commitments
- Experience supporting escrow closings and post-closing processes

## **Physical Requirements**

- Ability to sit for prolonged periods
- Frequent use of hands for document handling and computer work
- Occasional lifting or moving of items up to 25 pounds
- Vision abilities including close and peripheral vision and color differentiation

## **Why Join Venture Title & Escrow**

- **Locally & Team-Owned** – Be part of a company that values people and long-term relationships.
- **Collaborative Team Environment** – Work alongside experienced escrow professionals in a supportive setting.
- **Meaningful Work** – Help guide buyers and sellers through one of the most important financial transactions of their lives.
- **Community Impact** – Join a company invested in the Treasure Valley through service and partnerships.