Job Title: Shipping Coordinator

Created: April, 2016
Reports to: Escrow Manager

COMPANY CONFORMANCE STATEMENTS:

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

OBJECTIVE:

Under general supervision, performs post-closing functions according to general escrow procedures with limited instruction form supervisor; accepts files from Escrow Officers and performs post-closing functions required by file specific lender instructions; provides recording documents to recording department according to company guidelines, and maintains file records in systems.

ESSENTIAL FUNCTIONS:

1) Scans post-closing documents into ResWare®.
2) Sends post-closing package back to lender.
3) Handles any post-closing issues with lenders.
4) Reports RREAL forms.
5) Updates the effective dates on commitments.
6) Sends recording documents to be e-recorded or to the recording department.
7) Scans post-closing receipts for payoffs into ResWare®.
8) Performs other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Requires an excellent working knowledge of computers. Strong communication skills required to coordinate related activities. Utilizes knowledge of specific office procedures, company terminology, organizational structure and area of responsibilities and assignments.

EDUCATION, EXPERIENCE & LICENSING:

High school diploma with two years of experience in escrow work or an equivalent combination of education and experience.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Agreed to by: _____ _____
Shipping Coordinator Signature Date

Printed Name: _____

Supervisor: _____ _____
Escrow Manager Signature Date

Printed Name: _____