



Position: Processor/Escrow Assistant

Location: Bella Vista, AR

Posted: 03/16/2026

Processor/Escrow Assistant

Prime Title is hiring for a **Processor/Escrow Assistant** in our Bella Vista, AR branch.

Job Description

Assist with the flow of real estate contracts, lender requirements, deposits, and options selections to ensure timely processing from contract to close of escrow. Help with various administrative tasks as they develop.

Responsibilities:

- Provide support to Escrow department by assisting with customer service and administrative duties related to escrow closings
- Process and assist with funding files for closing
- Prepare file for recording
- Greet customers, answer phones and direct calls to appropriate department and/or person
- Prepare files and documents for closing
- Schedule closing and notifies all appropriate parties
- Perform administrative and clerical duties to assist in the escrow process
- Adhere to the rules and regulations of escrow in all operations

Qualifications:

- High School diploma
- At least 1 year experience as an escrow assistant
- Notary public or willing to obtain notary public certification
- High level of communication skills; will be dealing with customers
- Ability to read and interpret purchase agreements
- Adept at multi tasking and prioritizing
- Team oriented with the ability to work independently
- Knowledge of Microsoft Outlook required, prior experience with SoftPro a plus

About Prime Title

Prime Title is a full-service real estate title and escrow company that conducts closings for the sale and refinance of residential and commercial properties. The company provides closing and title services to consumers and real estate professionals, including mortgage lenders, real estate agents, and developers in Northwest Arkansas.

In business since 1985, Realty Title is one of the largest title companies in Tennessee and is affiliated with Crye-Leike, the largest real estate company in Tennessee and the Mid-South.

To Apply:

<https://www.ziprecruiter.com/job/3a37bc18>

Prime Title is an equal opportunity employer.