

Position: Closing Agent

Location: Mt. Juliet, TN

Posted: 3/12/2026

Closing Agent

Realty Title® & Escrow Services' Mt. Juliet, TN office is hiring a Closing Agent.

Job Description

This position will be responsible for:

- Draft conveyance and mortgage loan documents
- Settlement statements and closing disclosure forms
- Receive and review real estate purchase contracts
- Receive and disburse funds
- Conduct closings
- Review searches
- Underwrite clear title
- Issue commitments
- Provide title curative
- Issue final title insurance policies

Skills & Experience

- Must have 3-5 years title insurance and escrow closing experience
- Must have minimum of three years of experience with title company and/or relative experience in mortgage lending

About Realty Title®

Realty 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 escrow services to consumers and real estate professionals, including mortgage lenders, real estate agents, and developers in Tennessee, Mississippi, Arkansas and Georgia. 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 learn more about Realty Title®, visit www.RealtyTitle.com.

To Apply

<https://www.ziprecruiter.com/job/96b260ab>

Realty Title® & Escrow Services is an Equal Opportunity Employer.