

Position: Processor

Location: Mt. Juliet, TN

Posted: 03/16/2026

Processor

Realty Title® & Escrow Company has a great opportunity for a **Processor** in Mt. Juliet, TN.

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. Assist with various administrative tasks as they develop.

Responsibilities:

- Provide support to Escrow department by assisting with customer service and administrative duties related to real estate transaction 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 documents, disclosure forms, settlement statements, and files for closing
- Schedule closing and notifies all appropriate parties
- Perform administrative and clerical duties to assist in the escrow process
- Assist in resolving pre-closing and post-closing matters
- Adhere to the rules and regulations of escrow in all operations

Qualifications:

- High School diploma
- At least 1 year experience as a real estate escrow and closing assistant
- HUD-1 Settlement Statement preparation experience
- 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

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/fc3fd663>

Realty Title is an equal opportunity employer.