**JOB ANNOUNCEMENT**

**A Cleveland Title Agency is looking to hire an experienced escrow officer to perform administrative functions for clients buying and selling properties.**

**Responsibilities include:**

1. **Ensuring that the property titles are clear**
2. **Outstanding debts have been paid**
3. **All financial obligations have been met**
4. **Real Estate agreements are authentic**
5. **Process legal paperwork to finalize transactions**

**Requirements:**

1. **Prior work experience as an escrow officer with a minimum of five years of experience.**
2. **Basic computer and office software skills.**
3. **Good communication skills.**
4. **Preferably an Associate’s Degree.**

**Please send resume’ to:**

 **Confidential**

 **P.O. Box 221434**

 **Beachwood, Ohio 44122**